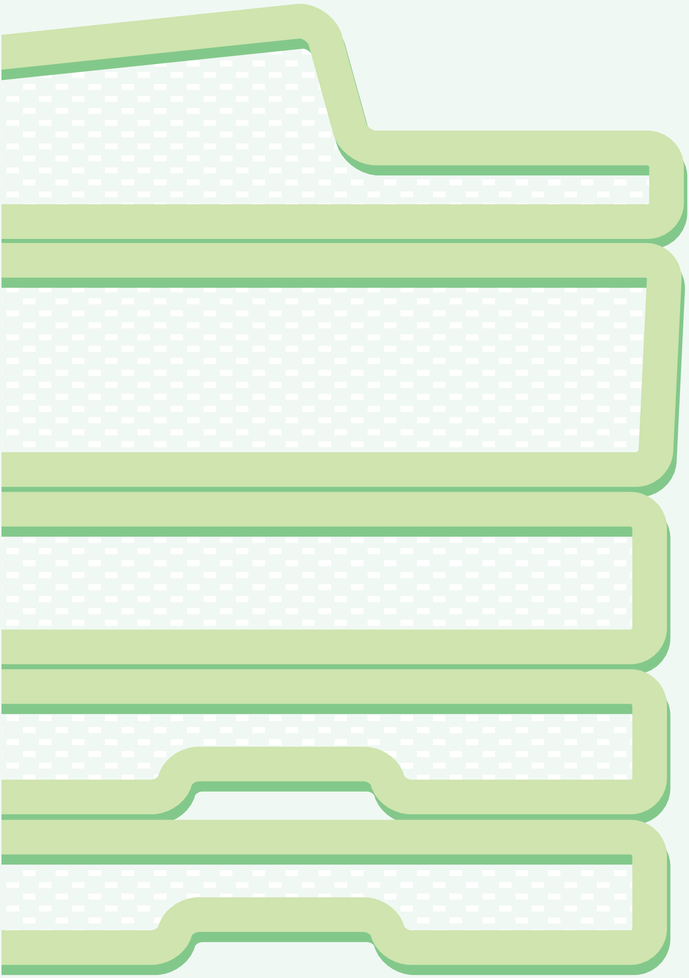
SHARP

MODEL: MX-C310
MX-C380
MX-C400

DIGITAL FULL COLOUR MULTIFUNCTIONAL SYSTEM

Quick Start Guide



Before using the machine
Functions of the machine and procedures for placing originals and loading paper.

Copying
Using the copy function.

Printing
Using the printer function.

Faxing
Using the fax function.

Scanning
Using the scan function.

System settings
Configuring settings to make the machine easier to use.

Troubleshooting
Frequently asked questions and how to clear paper misfeeds.

Keep this manual close at hand for reference whenever needed.

OPERATION MANUALS AND HOW TO USE THEM

Three printed manuals and a manual in PDF format are provided with the machine.

Printed manuals

To learn the parts of the machine and how to use them
To load paper
Before using the machine (page 9)

To make a copy
Copying (page 27)

To print a file
Printing (page 59)

To send a fax
Faxing (page 73)

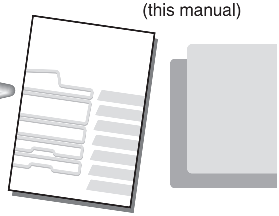
To send a scanned image
To use Internet fax
Scanning (page 97)

What are the system settings?
System settings (page 121)

Frequently asked questions and how to clear paper misfeeds
Troubleshooting (page 125)

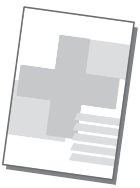
Quick Start Guide

(this manual)



This manual provides easy-to-understand explanations of the functions of the machine in a single manual.

The explanations in this manual focus on frequently used functions. For special functions, troubleshooting, and detailed procedures for using the machine, see the manual in PDF format.



Please read before using the machine.

Maintenance & Safety Guide

Contains important cautionary information, procedures for cleaning the machine and replacing supplies, and machine specifications.



Software Setup Guide

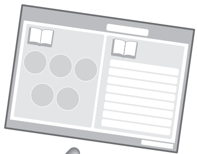
Explains the procedures for installing the printer driver and scanner driver.

Manuals in PDF format

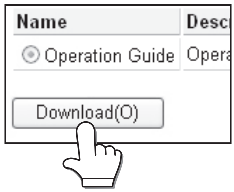
Detailed explanations of the functions that can be used on the machine are provided in the Operation Guide in PDF format. The Operation Guide can be downloaded from the Web pages in the machine.



Operation Guide



Download the Operation Guide from the Web pages in the machine.



For the downloading procedure, see "Downloading the Operation Guide" (page 4).

Convenient methods for using the Operation Guide

The first page contains a regular table of contents as well as an "I want to..." table of contents.
"I want to..." lets you jump to an explanation based on what you want to do. For example, "I use the copier function often, so I'd like to save paper".
Use either table of contents as appropriate based on what you want to know.

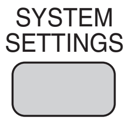
The contents of the Operation Guide are as follows:

- **BEFORE USING THE MACHINE**
- **COPIER**
- **PRINTER**
- **FACSIMILE**
- **SCANNER / INTERNET FAX**
- **SYSTEM SETTINGS**
- **TROUBLESHOOTING**

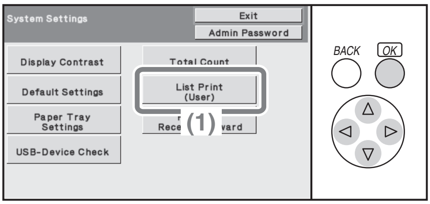
* To view the Operation Guide in PDF format, Adobe® Reader™ or Acrobat® Reader of Adobe Systems Incorporated is required. If neither program is installed on your computer, the programs can be downloaded from the following URL:
http://www.adobe.com/

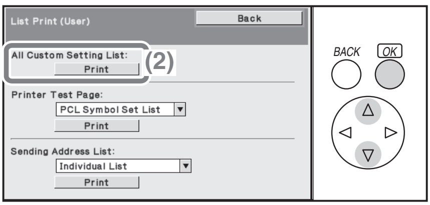
CHECKING THE IP ADDRESS

To check the IP address of the machine, print out the all custom setting list in the system settings.



1 Press the [SYSTEM SETTINGS] key.





2 Select the all custom setting list.

(1) Select the [List Print (User)] key.

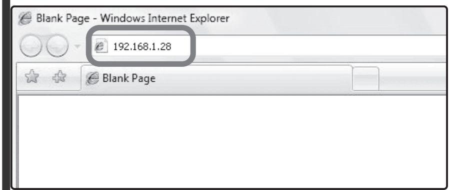
(2) Select the [Print] key to the right of "All Custom Setting List".

The IP address is shown in the list that is printed.

ACCESSING THE WEB SERVER IN THE MACHINE

When the machine is connected to a network, the machine's built-in Web server can be accessed from a Web browser on your computer.

Opening the Web pages



Access the Web server in the machine to open the Web pages.

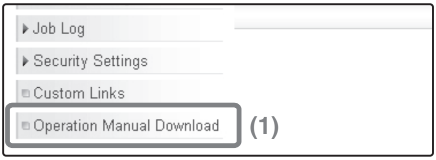
Start a Web browser on a computer that is connected to the same network as the machine and enter the IP address of the machine.

Recommended Web browsers
- Internet Explorer: 6.0 or higher (Windows®)
- Netscape Navigator: 9 (Windows®)
- Firefox: 2.0 or higher (Windows®)
- Safari: 1.5 or higher (Macintosh)

The Web page will appear.
The machine settings may require that user authentication be performed in order to open the Web page. Please ask the administrator of the machine for the password that is required for user authentication.

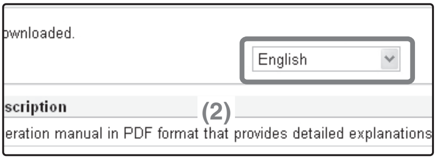
Downloading the Operation Guide

The Operation Guide, which is a more detailed manual, can be downloaded from the machine's Web pages.

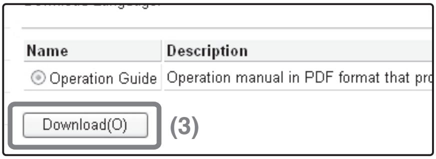


Downloading the Operation Guide.

(1) Click [Operation Manual Download] in the menu of the Web page.



(2) Select the desired language.



(3) Click the [Download] button.

The Operation Guide is downloaded.

TABLE OF CONTENTS

Before using the machine

Copying

Printing

Faxing

Scanning

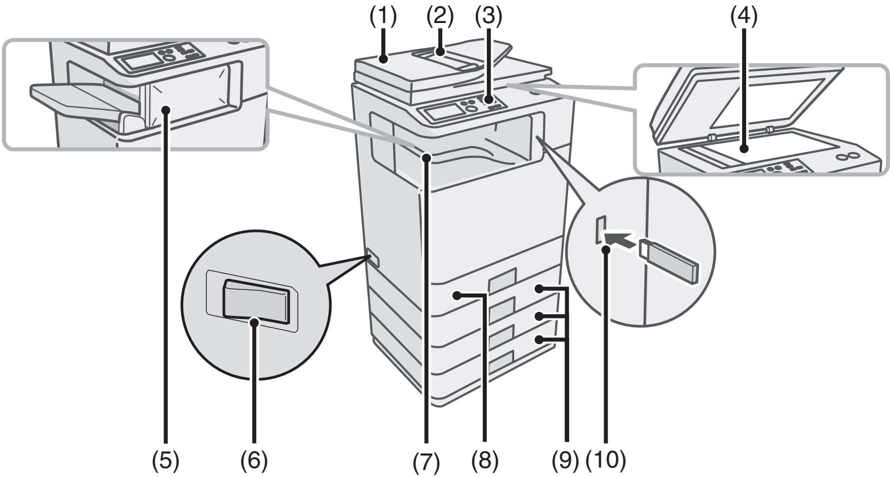
System settings

Troubleshooting

Before using the machine

This section provides general information about the machine, including the names and functions of the parts of the machine and its peripheral devices, and the procedures for placing originals and loading paper.

PART NAMES AND FUNCTIONS



(1) Automatic document feeder
This automatically feeds and scans multiple originals. Both sides of 2-sided originals can be scanned at once.

(2) Document feeder tray
Place the originals in this tray when using the automatic document feeder.

(3) Operation panel

(4) Document glass
This is used to scan books and other originals that cannot be scanned using the automatic document feeder.

(5) Finisher*
This can be used to staple output.

(6) Main power switch
This is used to power on the machine. When using the fax or Internet fax functions, keep this switch in the "on" position.

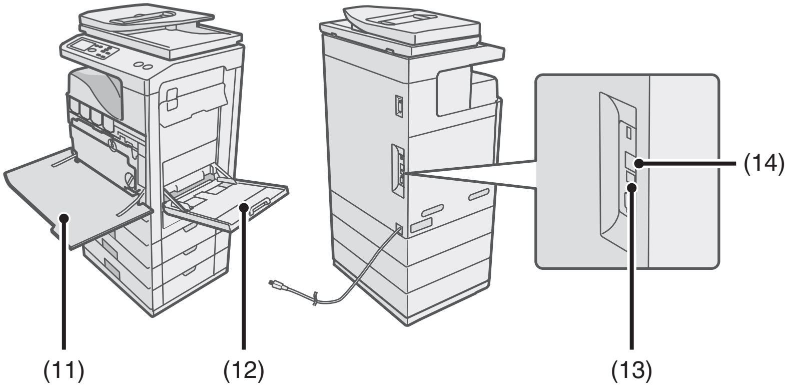
(7) Output tray (centre tray)
Copy jobs and print jobs are delivered to this tray.
(When a finisher is installed, the output tray (centre tray) cannot be used.)

(8) Tray 1
Up to 500 sheets of paper (80 g/m^2 (21 lbs.)) can be loaded in each tray.

(9) Tray 2/Tray 3/Tray 4 (500-sheet paper feed unit is installed)*
This holds paper. Up to 500 sheets (80 g/m^2 (21 lbs.)) of paper can be loaded.

(10) USB connector (type A)
Supports USB 2.0 (Hi-Speed).
This is used to connect a USB memory or other USB device to the machine.

*Peripheral device. For more information, see "PERIPHERAL DEVICES" in "1. BEFORE USING THE MACHINE" in the Operation Guide.



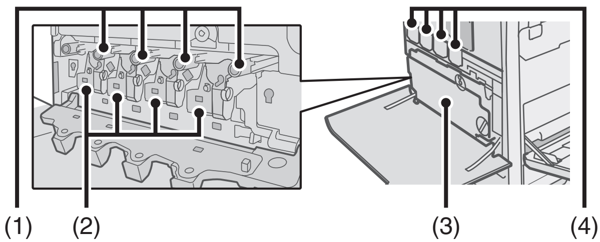
(11) Front cover
Open to replace a toner cartridge.

(12) Bypass tray
Special types of paper and envelopes can be fed from the bypass tray.

(13) USB connector (B type)
Supports USB 2.0 (Hi-Speed).
A computer can be connected to this connector to use the machine as a printer.

(14) LAN connector
Connect the LAN cable to this connector when the machine is used on a network.

SUPPLIES



(1) Drum cartridges
This contains the photosensitive drum that is used to create images for copying and printing.

(2) Developer cartridges
This contains the developer that is necessary to transfer the toner to the paper.

(3) Toner collection container
This collects excess toner that remains after printing.

(4) Toner cartridges
These contain toner for printing. When the toner runs out in a cartridge, the cartridge of the colour that ran out must be replaced.

OPERATION PANEL

Display

Select the displayed items to perform various operations.

Image send indicators

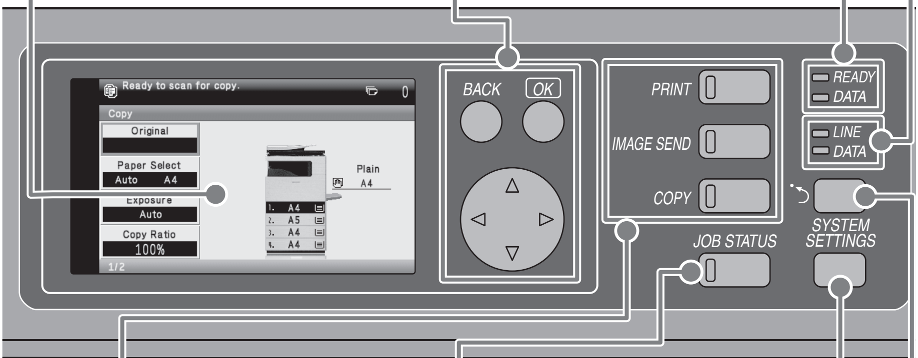
LINE indicator
This lights up during transmission or reception in fax mode. The indicator also lights up during transmission in scan mode.
DATA indicator
When a received fax cannot be printed because of a problem such as out of paper, the indicator blinks. The indicator lights steadily when there is data that is waiting to be transmitted.

[OK] key / [BACK] key / Arrow keys

[OK] key
Press to enter a setting that has been selected.
[BACK] key
Press to return to the previous screen level.
Arrow keys
Press to move the selection frame that selects setting keys and items in the display.

Print mode indicators

READY indicator
Print data can be received when this indicator is lit.
DATA indicator
This blinks while print data is being received and lights steadily while printing is taking place.



Mode select keys

Press to change the display to print mode, fax / image send mode, or copy mode.
You can hold down the [COPY] key to check the total page count and how much toner remains.

[JOB STATUS] key

Press this key to view the job status screen. You can check the status of jobs and cancel jobs in the job status screen.

[SYSTEM SETTINGS] key

Press to display the system settings menu screen. You can configure paper tray and other settings to suit the needs of your workplace.

Sharp OSA shortcut key

Press to display a shortcut to Sharp OSA (open systems architecture) mode (when the application communication module is installed). The custom keys also appear in this screen. Frequently used settings and functions can be stored in the custom keys.

Numeric keys

These are used to enter the number of copies, fax numbers, and other numbers.

[LOGOUT] key (⊛)
When user authentication is enabled, press this key to log out after using the machine. When using the fax function, this key can be pressed to send tone signals on a pulse dial line.

[#/P] key (#/P)
Press this key to use a job program when using the copier function. When using the fax function, this key can be used when dialling.

[CLEAR] key

Press this key to return settings such as the number of copies to "0".

Main power indicator

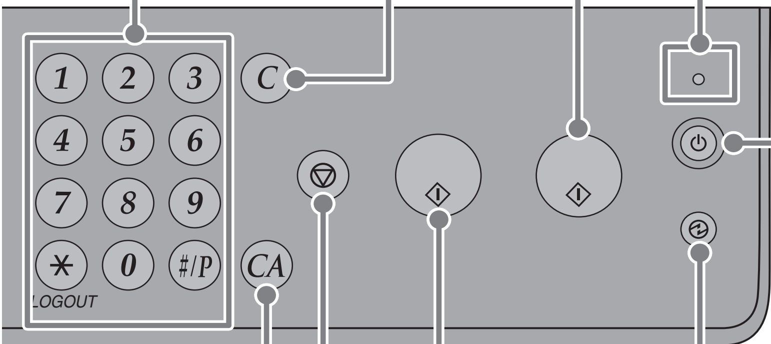
This indicator lights when the main power is switched on. The main power switch is on the left side of the machine.

[COLOUR START] key

Use this key to copy or scan an original in colour.

[POWER] key

Use this key to turn the machine power on and off.



[CLEAR ALL] key

Press this key to redo an operation from the beginning.
All settings will be cleared and operation will return to the initial state.

[STOP] key

Press this key to stop a copy job or scanning of an original.

[POWER SAVE] key

Use this key to activate power save mode. The [POWER SAVE] key blinks when the machine is in power save mode. This key is also used to deactivate power save mode.

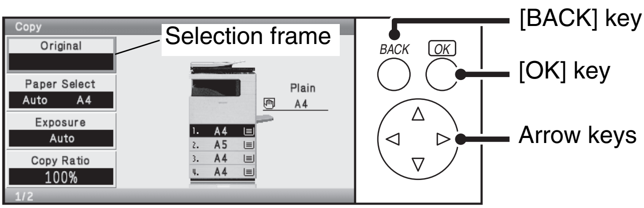
[BLACK & WHITE START] key

Use this key to copy or scan an original in black and white. This key is also used to send a fax in fax mode.

USING THE OPERATION PANEL

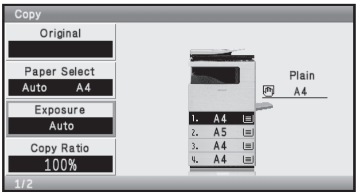
This section explains the procedures for selecting setting items in the screen. The base screen of copy mode is used as an example.

SELECTING SETTING ITEMS

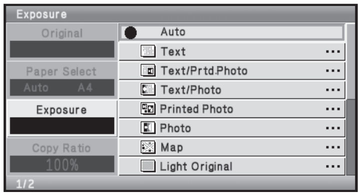


Base screen of copy mode

The frame that appears in the display is the selection frame.
Move the selection frame to the item that you wish to select and press the [OK] key.
The selection frame is moved with the arrow keys (▽△◁▷).

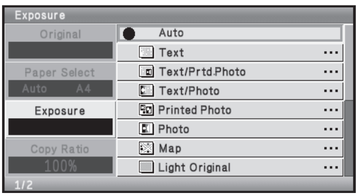


When the ▽ key is pressed twice and the [OK] key is pressed…

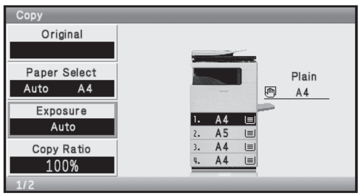


The "Exposure" settings screen appears.

Press the [BACK] key to return to the previous screen level.



When the [BACK] key is pressed in the "Exposure" settings screen,



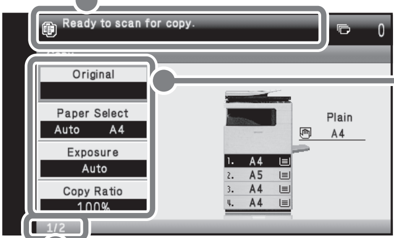
you return to the base screen of copy mode.

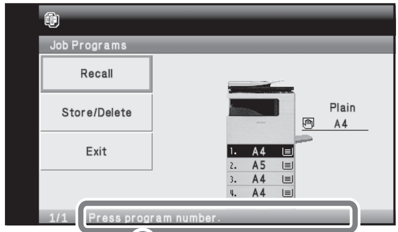
ITEMS IN THE DISPLAY

Useful items in the display are explained below.

Messages appear here.

Settings appear here.
If you press the ▽ key when the selection frame is on the bottom setting, the next screen will appear.

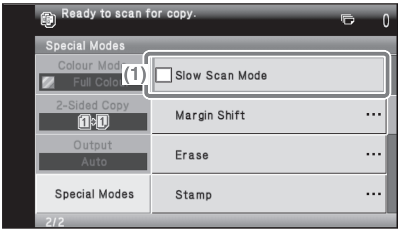


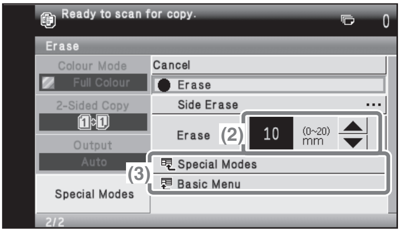


Numbers in the format "1/2" indicate that there are more items.
These numbers mean "current screen / total number of screens".

An operation hint appears here.

Important operations to know





(1) When a checkbox ☐ is selected and the [OK] key is pressed, a checkmark ☑ will appear to indicate that the setting is enabled.

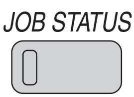
(2) ▼ ▲ can be used to increase or decrease a value. To make the value change quickly, hold down the [OK] key. You can also select the number display and change the value with the numeric keys.

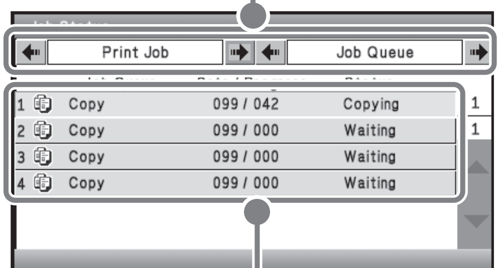
(3) You can select an item such as "Special Modes" or "Basic Menu" to return to that screen.

JOB STATUS SCREEN

To show the job status screen, press the [JOB STATUS] key on the operation panel. You can check the status of a copy job being executed, data received using the image send function, and other jobs in the job status screen.

To change the jobs that are displayed, change the mode and status (spool, reserved/executing, complete).





Jobs are displayed as a list. The jobs appear in the order that they will be run.
A selected job can be given priority and run ahead of other jobs, or a job waiting in the queue can be cancelled.

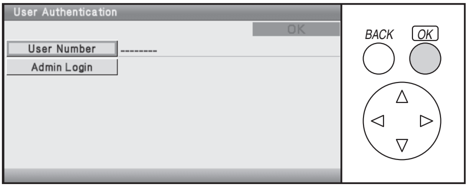
USER AUTHENTICATION

When user authentication is enabled, you must log in before using the machine. User authentication is initially disabled.
When you have finished using the machine, log out.

User authentication methods

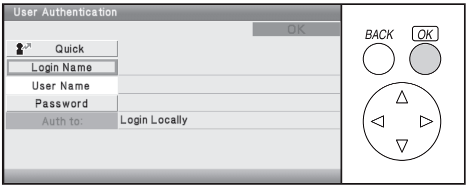
There are two methods for performing user authentication: login by user number and login by login name and password. Ask the administrator of the machine for the information that is required to log in.
For details on user authentication, see "USER AUTHENTICATION" in "1. BEFORE USING THE MACHINE" in the Operation Guide.

Login by user number



This method requires that you log in by entering your previously stored user number (5 to 8 digits) with the numeric keys.

Login by login name and password



This method requires that you log in by entering your login name, password, and the login destination. Depending on the authentication settings, it may also be necessary to enter your e-mail address.

Logging out

When you have finished using the machine, log out. Logging out prevents unauthorised use of the machine.

How to log out

You can log out from any mode of the machine by pressing the [LOGOUT] key (✳).

However, note that the [LOGOUT] key (✳) cannot be used to log out when a fax number is being entered in fax mode, as the [LOGOUT] key (✳) functions as a numeric key at this time.

If a preset duration of time elapses after the machine is last used, the auto clear function will activate. When auto clear activates, logout automatically takes place.

IMAGE CHECK FUNCTION (PREVIEW)

The image check function is used to display the content of a received fax or other data in the display.

Convenient uses of image check

"Printing only faxes that are needed"

You can check a received fax before printing it. If you don't need the fax, you can delete it without printing it, allowing you to save paper and toner.

Data that can be checked

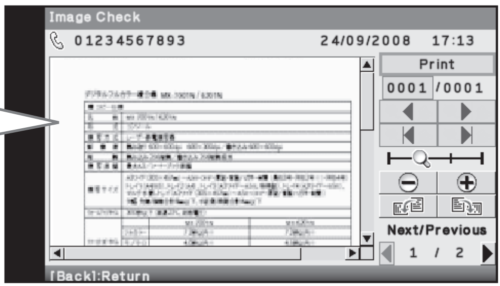
The image check function can be used to check the following types of data:

- Faxes received in fax mode
- Faxes received in Internet fax mode
- Faxes stored in a memory box

* The key names in the image check screen and the procedures for using the screen vary depending on the image type.

When the image check function is used, a screen similar to the following screen appears.

The content of the received fax appears here.
You can use the operation panel to:
- **Scroll the display**
- **Change pages**
- **Change the display magnification**



Example: The image check screen for a received fax

For details on the image check function, see each of the modes in the Operation Guide.

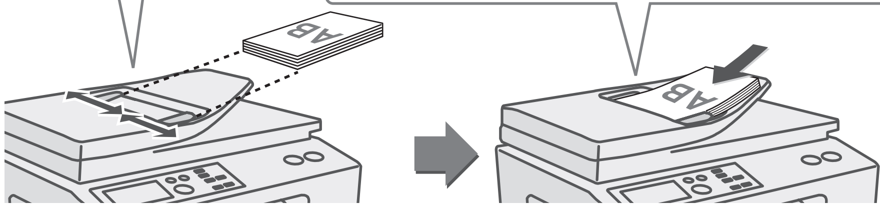
* A preview image is an image for display. It will differ from the actual print result.

PLACING ORIGINALS

The automatic document feeder can be used to automatically scan many originals at once. This saves you the trouble of manually feeding each original. For originals that cannot be scanned using the automatic document feeder, such as a book or a document with notes attached, use the document glass.

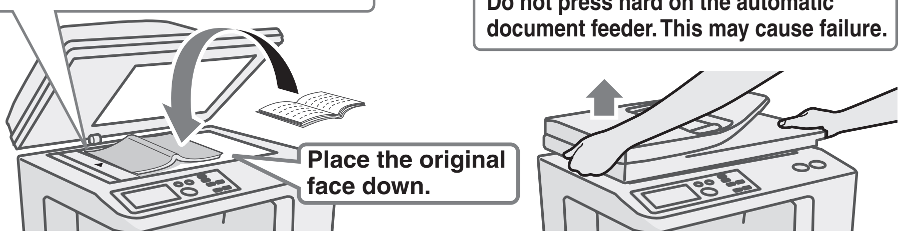
Using the automatic document feeder

When using the automatic document feeder, place the originals in the document feeder tray.
Make sure an original has not been placed on the document glass.

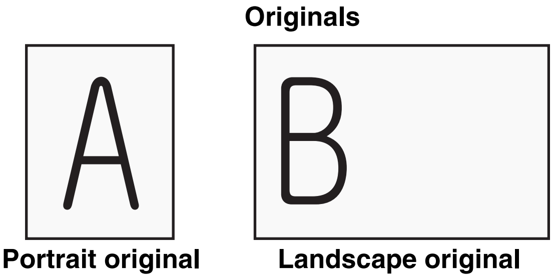


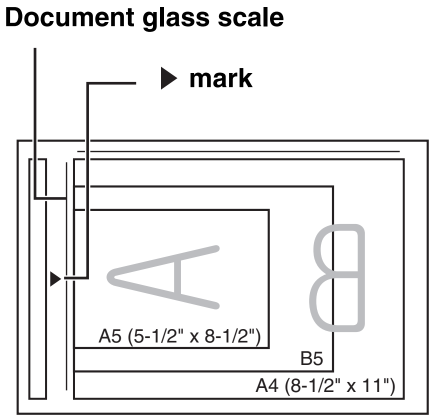
Using the document glass

Take care that your fingers are not pinched when closing the automatic document feeder.
After placing the original, be sure to close the automatic document feeder. If left open, parts outside of the original will be copied black, causing excessive use of toner.



Place the original in the horizontal orientation, referring to the document glass scale.

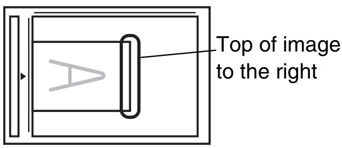




Portrait originals

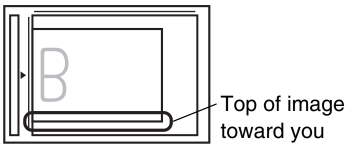
When using the below functions in copy mode, place the original so that the top of the image is to the right.

- Staple sort
- Pamphlet copy
- 2in1
- Stamp



Landscape originals

When using the staple sort function, place the original so that the top of the image is toward you.



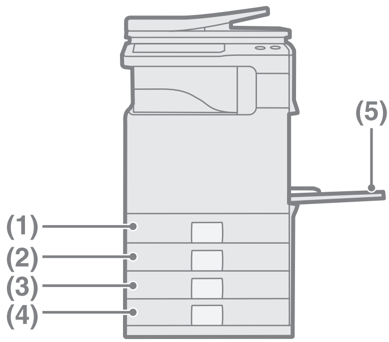
For more information, see "ORIGINALS" in "1. BEFORE USING THE MACHINE" in the Operation Guide.

CHANGING PAPER IN A TRAY

Names of the trays

The names of the trays are shown below.
For the number of sheets of paper that can be loaded in each tray, see the following manuals:

- Operation Guide, "Paper Tray Settings" in "6. SYSTEM SETTINGS"
- Maintenance & Safety Guide, "SPECIFICATIONS"



(1) Tray 1
(2) Tray 2
(3) Tray 3
(4) Tray 4
(5) Bypass tray

Print side face up or face down

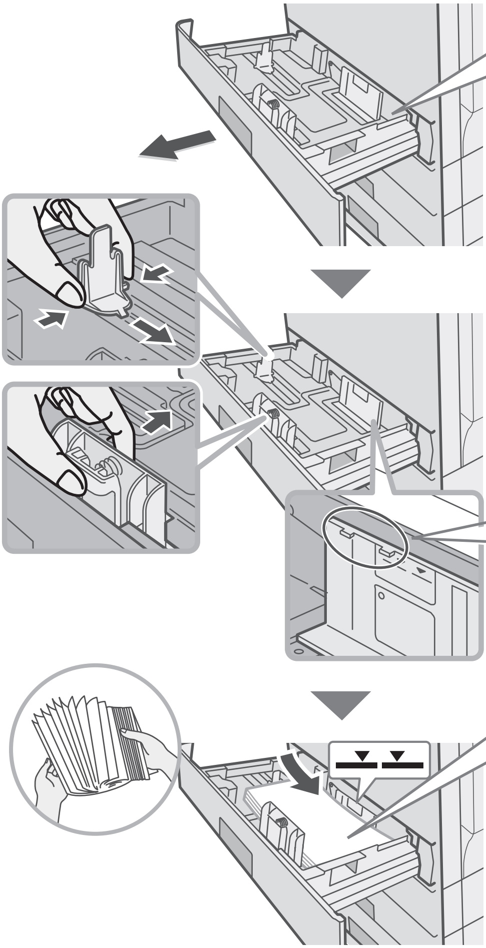
Paper is loaded with the print side face up or face down depending on the paper type and tray.

Tray	Print side*
Tray 1 to 4	Face up
Bypass tray	Face down

* When loading "Pre-Punched", "Letter Head", or "Pre-Printed" paper in the paper tray, the direction the print side faces is different.
For more information, see "LOADING PAPER" in "1. BEFORE USING THE MACHINE" in the Operation Guide.

Loading paper in a tray

To change the paper in a tray, load the desired paper in the tray and then change the tray settings in the machine to specify the loaded paper. The procedure for changing the tray paper size is explained below. As an example, the paper in tray 1 is changed from A4 (8-1/2" x 11") size plain paper to A5 (5-1/2" x 8-1/2") size recycled paper.



Gently pull out the paper tray. If paper remains in the tray, remove it.

Move the two guides on the tray. For example, move the guides from A4 (8-1/2" x 11") to A5 (5-1/2" x 8-1/2"). Adjust the guides to match the paper being loaded. If the guides are too loose, the paper will not be held in place. If the guides are too tight, the paper will bow.
Load the paper so that it is not as shown below when viewed from the front and side of the machine.



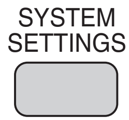
The loaded paper should not go higher than these protrusions.

Insert the paper with the print side face up.
Fan the paper well before inserting it. Otherwise, multiple sheets may feed at once and cause a misfeed.
Insert the paper and then gently push the tray into the machine.

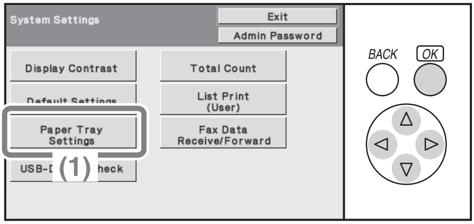
Indicator line
The indicator line indicates the maximum height of the paper that can be loaded in the tray. When loading paper, make sure that the stack is not higher than the indicator line.

Changing the tray settings

When you change the paper in a tray, the tray settings in the system settings must also be changed.



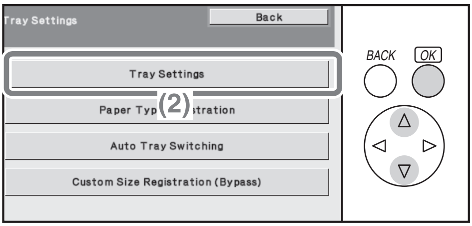
1 **Press the [SYSTEM SETTINGS] key.**



2 **Configure the tray settings.**

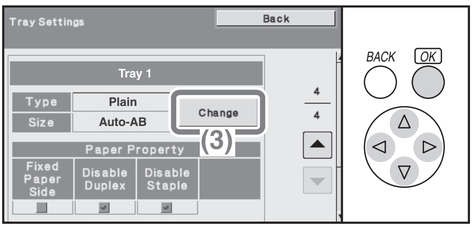
(1) Select the [Paper Tray Settings] key.

Select with ▽△◁▷ and press [OK].



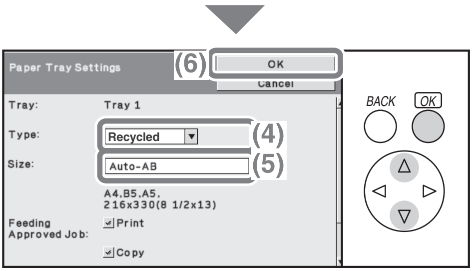
(2) Select the [Tray Settings] key.

Select with ▽△ and press [OK].



(3) Select the [Change] key in "Tray 1".

Select with ▽△◁▷ and press [OK].



Configure the tray settings. (Continued)

(4) Select [Recycled] from the "Type" select box.

Select with ▽ △ and press [OK].

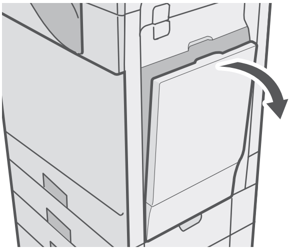
(5) Make Sure that [Auto-AB] is selected in the "Size" select box.

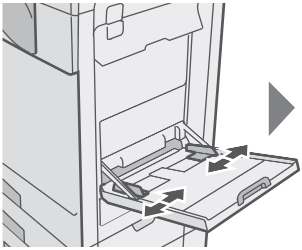
Select with ▽ △ and press [OK].
For more information, see "Paper Tray Settings" in "6. SYSTEM SETTINGS" in the Operation Guide.

(6) Select the [OK] key.

Select with ▽ △ and press [OK].
The above steps change the paper settings for tray 1 to A5 recycled paper.

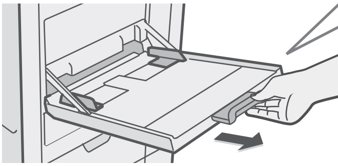
Loading paper in bypass tray





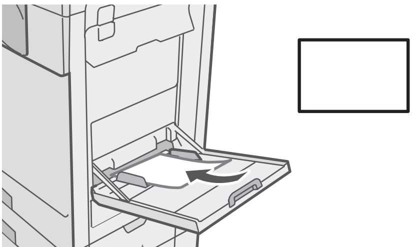


Load the paper in the horizontal orientation.

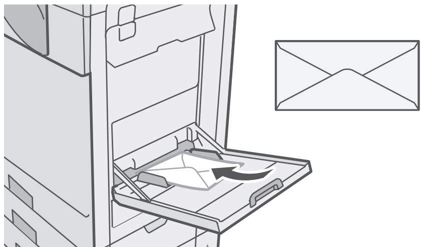


When loading A4 size paper, pull out the tray extension.
The maximum number of sheets that can be loaded in the bypass tray is approximately 100 for plain paper and approximately 20 for envelopes.

Example: Loading an envelope



Place paper that is A5 (7-1/4" x 10-1/2") or smaller in the horizontal orientation.



Only the address side of envelopes can be printed on. Place envelopes with the address side face down.

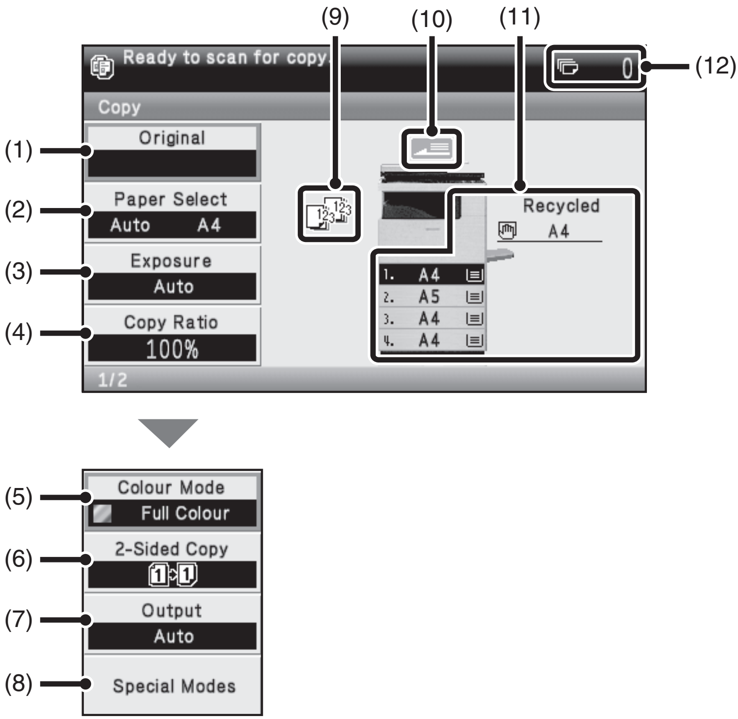
Do not place heavy objects on the bypass tray or press down on the tray. The bypass tray may be damaged, the machine may topple, and injury may result.
Special types of paper that cannot be loaded in other trays can be loaded in the bypass tray.
For detailed information on the bypass tray, see "LOADING PAPER IN THE BYPASS TRAY" in "1. BEFORE USING THE MACHINE" in the Operation Guide.

Copying

This section explains the basic procedures for using the copier function. This section also introduces the various types of copying that can be performed using the special modes.

BASE SCREEN OF COPY MODE

Press the [COPY] key in the operation panel to open the base screen of copy mode.
Select copy settings in the base screen.



(1) [Original] key
Select this key to enter the original size manually.
After placing the original, select this key to set the original size.

(2) [Paper Select] key
Select this key to change the paper (tray) that is used. The tray, paper size, and paper type will appear.
The tray images in the paper size display can be selected to open the same screen.

(3) [Exposure] key
This shows the current copy exposure and exposure mode settings. Select this key to change the exposure or exposure mode setting.

(4) [Copy Ratio] key
This shows the current copy ratio. Select this key to adjust the copy ratio.

(5) [Colour Mode] key
Select this key to change the colour mode.

(6) [2-Sided Copy] key
Select this key to select the 2-sided copying function.

(7) [Output] key
Select this key to select an output function such as sort, group, offset, or staple sort.

(8) [Special Modes] key
Select this key to select special modes such as Margin Shift, Erase, and Pamphlet Copy.

(9) Output display
When one or more output functions such as sort, group, or staple sort have been selected, this shows the icons of the selected functions.

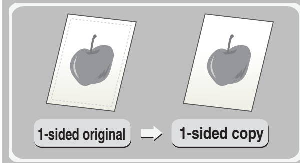
(10) Original feed display
This appears when an original is inserted in the automatic document feeder.

(11) Paper select display
This shows the size of paper loaded in each tray and the amount of paper remaining .
The selected tray is highlighted.
The tray that is feeding paper is indicated in green.
Do not pull out a tray while paper is being fed from the tray. This will cause a paper misfeed.

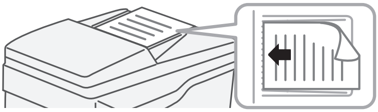
(12) Number of copies display
This shows the number of copies set.

MAKING COPIES

This is the most basic procedure for making copies.

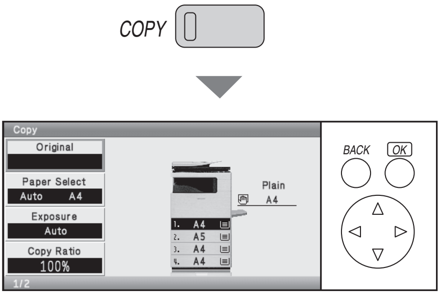


The side to be scanned must be face up!



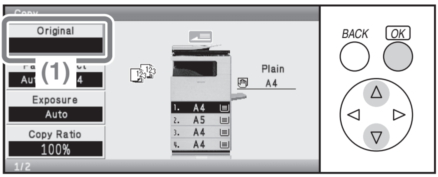
1 **Place the originals.**

When using the document glass, place the original with the side to be scanned face down.



2 **Press the [COPY] key.**

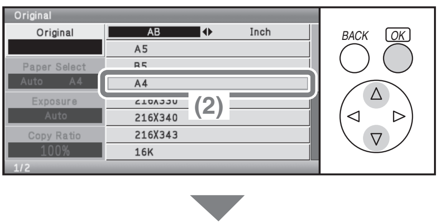
The base screen of copy mode appears.



3 **Select settings.**

(1) Select the [Original] key.

Select with ▽△ and press [OK].



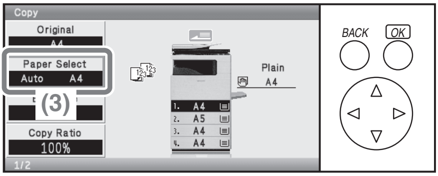
(2) Select the [A4] key.

Select with ▽△ and press [OK].

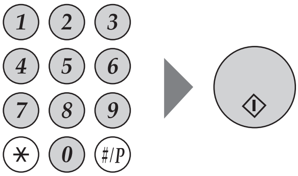
Select the size of the original.

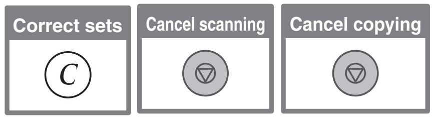
Select settings. (Continued)

(3) Make sure that the desired paper size is selected.



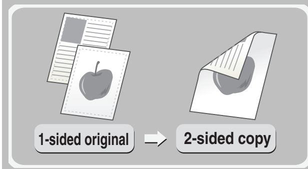
4 Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.





2-SIDED COPYING (Automatic Document Feeder)

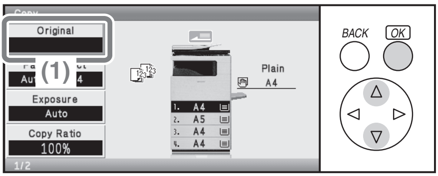
You can use the automatic document feeder to make automatic 2-sided copies without the bother of manually turning the originals over and re-inserting them.
This section explains how to copy 1-sided originals onto both sides of the paper.

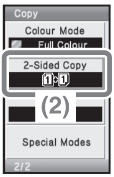


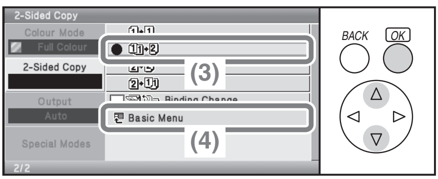
The side to be scanned must be face up!



1 Place the originals.







2 Select settings.

(1) Set the original size.

Select with ▽△ and press [OK].

(2) Select the [2-Sided Copy] key.

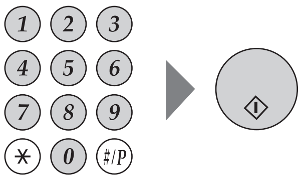
Select with ▽△ and press [OK].

(3) Select the [1-Sided to 2-Sided] key.

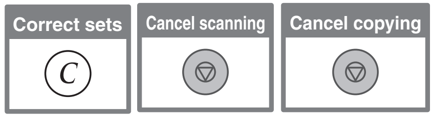
Select with ▽△ and press [OK].

(4) Select the [Basic Menu] key.

Select with ▽△ and press [OK].
The base screen of copy mode appears.

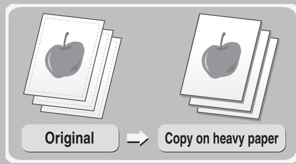


3 **Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.**

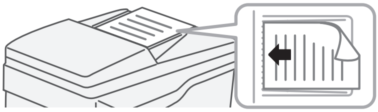


COPYING ON SPECIAL PAPER (Bypass Copy)

Use the bypass tray to copy on special media such as heavy paper, and envelopes. This section explains how to load A4 heavy paper in the bypass tray.

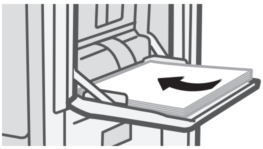


The side to be scanned must be face up!



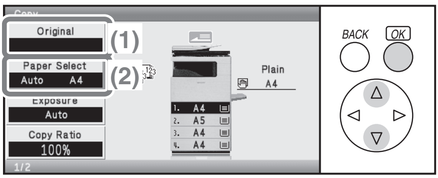
1 Place the originals.

When using the document glass, place the original with the side to be scanned face down.



The side to be copied on must be face down!

2 Insert paper in the bypass tray.





3 Select settings.

(1) Set the original size.

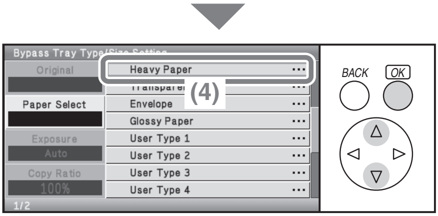
Select with ▽△ and press [OK].

(2) Select the [Paper Select] key.

Select with ▽△ and press [OK].

(3) Select the paper type key of the bypass tray.

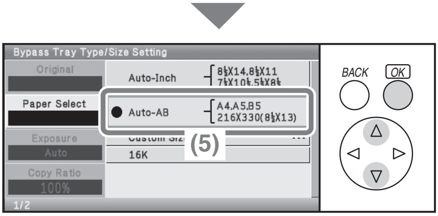
Select with ▽△ and press [OK].



Select settings. (Continued)

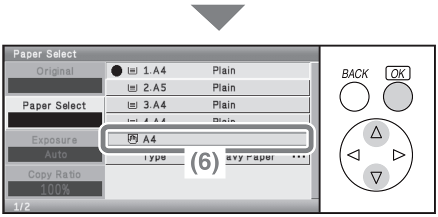
(4) Select the [Heavy Paper] key.

Select with ▽ △ and press [OK].



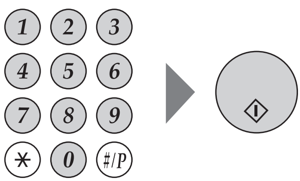
(5) Select the [Auto-AB] key.

Select with ▽ △ and press [OK].

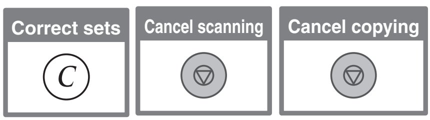


(6) Select the bypass tray key.

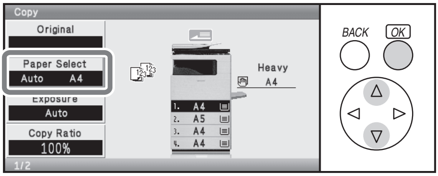
Select with ▽ △ and press [OK].



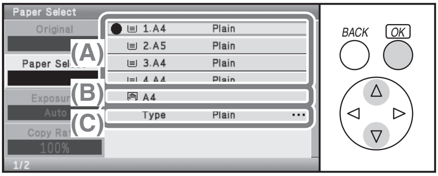
4 Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.



Selecting a tray



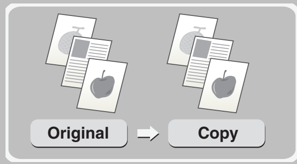
To select the paper tray that will be used, select the [Paper Select] key and press the [OK] key.



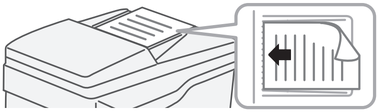
(A) Select one of trays 1 to 4.
(B) Select the bypass tray.
(C) Set the type of paper in the bypass tray.

MAKING COLOUR COPIES (Colour Mode)

When colour and black & white originals are mixed together, you can have the machine automatically detect whether each original is colour or black & white and make each copy accordingly.
The procedure for copying with the colour mode set to "Auto" for automatic detection of colour and black & white is explained below.

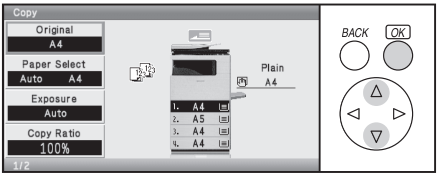


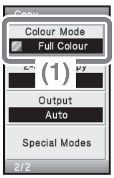
The side to be scanned must be face up!



1 Place the originals.

When using the document glass, place the original with the side to be scanned face down.

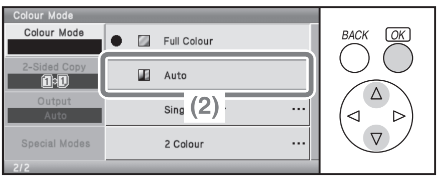




2 Select settings.

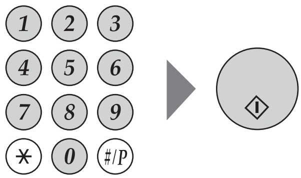
(1) Select the [Colour Mode] key.

Select with ▽△ and press [OK].
The [Colour mode] key is on the second screen of the base screen.

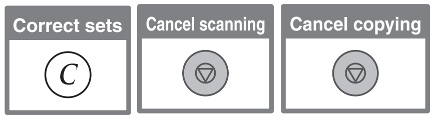


(2) Select the [Auto] key.

Select with ▽△ and press [OK].

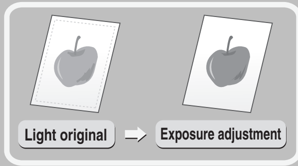


3 Set the number of copies and press the [COLOUR START] key.

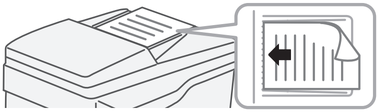


SELECTING THE EXPOSURE AND IMAGE TYPE

You can specify the original image type to obtain a clearer copy.
The example of copying an original with light colours such as pencil writing is explained below.

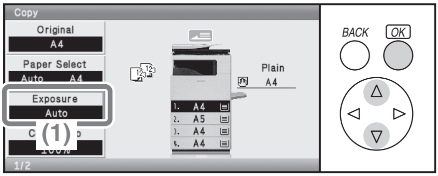


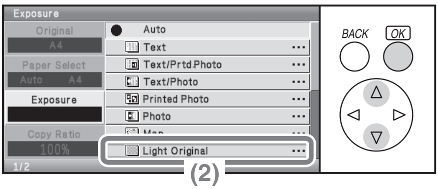
The side to be scanned must be face up!

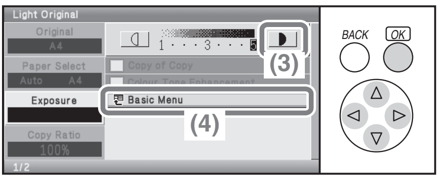


1 Place the originals.

When using the document glass, place the original with the side to be scanned face down.







2 Select settings.

(1) Select the [Exposure] key.

Select with ▽△ and press [OK].

(2) Select the [Light Original] key.

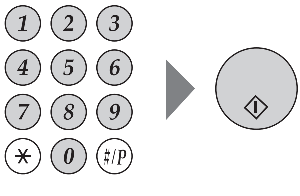
Select with ▽△ and press [OK].

(3) Select the [◗] key to darken the print result.

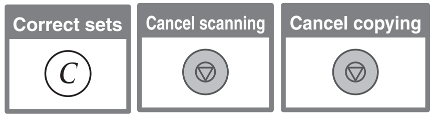
Select with ▽△◁▷ and press [OK].
Nine levels are available for the exposure. Select the [◖] key to darken the print result.

(4) Select the [Basic Menu] key.

Select with ▽△◁▷ and press [OK].
The base screen of copy mode appears.

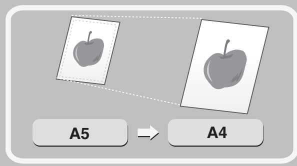


3 **Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.**

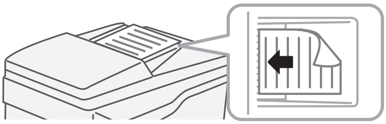


FITTING THE COPY IMAGE TO THE PAPER (Automatic Ratio Selection)

You can copy an original onto any size of paper using automatic enlargement/reduction.
This section explains how to copy an A5 original onto A4 paper.

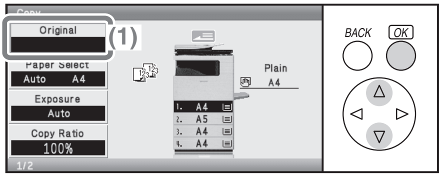


The side to be scanned must be face up!



1 Place the originals.

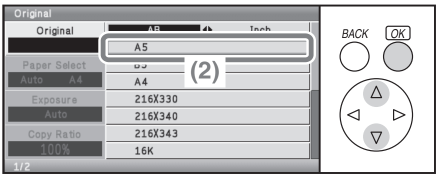
When using the document glass, place the original with the side to be scanned face down.



2 Select settings.

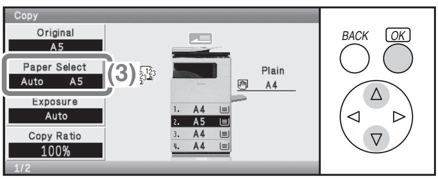
(1) Select the [Original] key.

Select with ▽△ and press [OK].



(2) Select the [A5] key.

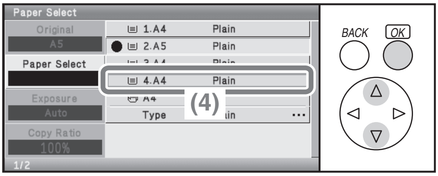
Select with ▽△ and press [OK].



(3) Select the [Paper Select] key.

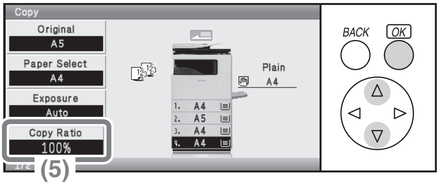
Select with ▽△ and press [OK].

Select settings. (Continued)



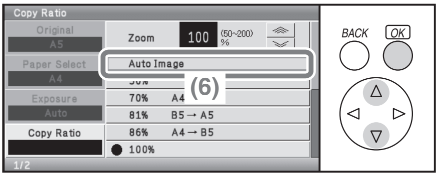
(4) Select the tray that has the desired paper size.

Select with ▽ △ and press [OK].



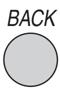
(5) Select the [Copy Ratio] key.

Select with ▽ △ and press [OK].



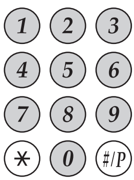
(6) Select the [Auto Image] key.

Select with ▽ △ and press [OK].

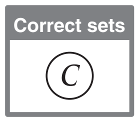


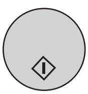
3 Press the [BACK] key.

The base screen of copy mode appears.

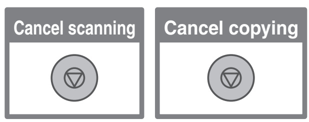


4 Set the number of copies.



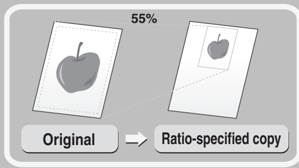


5 Press the [COLOUR START] key or the [BLACK & WHITE START] key.

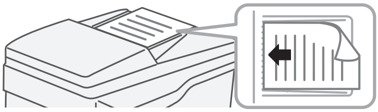


ENLARGEMENT/REDUCTION (Preset Ratios / Zoom)

For precise adjustment of the copy size, you can select a preset ratio and/or adjust the ratio in increments of 1%.
As an example, this section explains how to reduce the image to 55%.

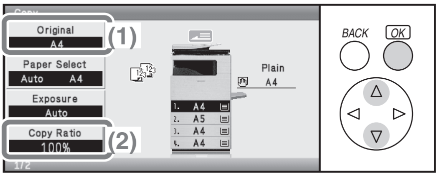


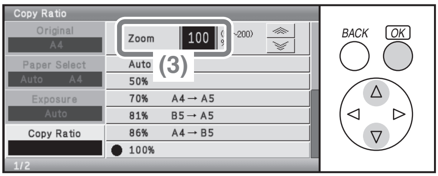
The side to be scanned must be face up!

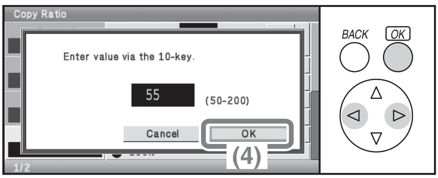


1 Place the originals.

When using the document glass, place the original with the side to be scanned face down.







2 Select settings.

(1) Set the original size.

Select with ▽△ and press [OK].

(2) Select the [Copy Ratio] key.

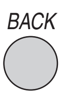
Select with ▽△ and press [OK].

(3) Select the zoom number display.

Select with ▽△ and press [OK].

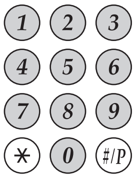
(4) Enter "55" with the numeric keys and select the [OK] key.

Select with ◁▷ and press [OK].

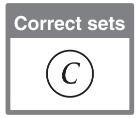


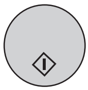
3 Press the [BACK] key.

The base screen of copy mode appears.

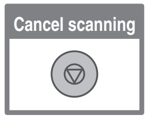


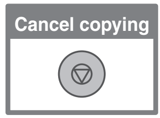
4 **Set the number of copies.**





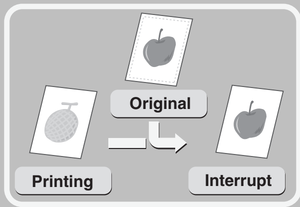
5 **Press the [COLOUR START] key or the [BLACK & WHITE START] key.**

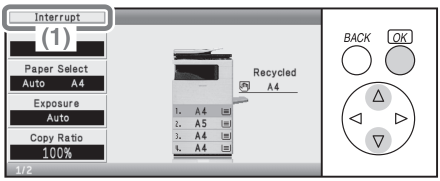




INTERRUPTING A COPY RUN (Interrupt Copy)

When the machine is printing, you can temporarily interrupt the job and perform a copy job that you wish to prioritize.
This feature is useful when you need to make an urgent copy during a long copy run.



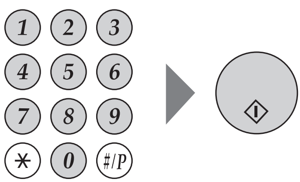


1 **Select the [Interrupt] key while the machine is printing.**
Select with ▽△ and press [OK].
The [Interrupt] key appears in the base screen while the machine is printing.

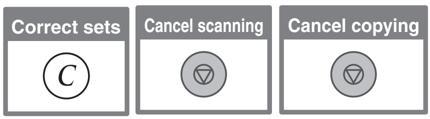
The side to be scanned must be face up!



2 **Place the originals.**
When using the document glass, place the original with the side to be scanned face down.



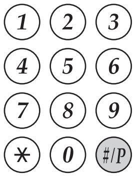
3 **Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.**
The interrupted copy job will resume when the copy job is finished.



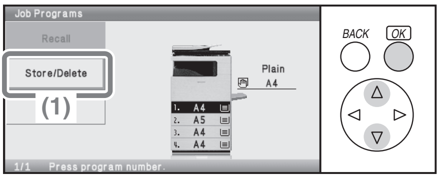
STORING COPY OPERATIONS (Job Programs)

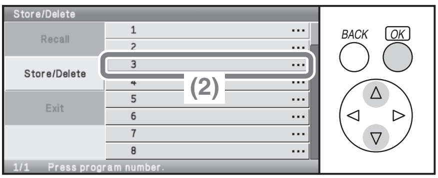
You can store a group of copy settings. The settings can be retrieved and used whenever needed.
When you frequently use the same group of settings, this saves you the trouble of manually selecting the settings each time you need to use them.

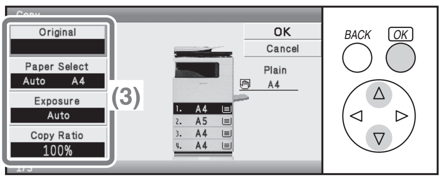
Storing a job program



1 **Press the [#/P] key (#/P).**





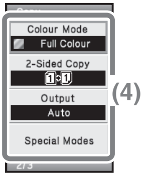


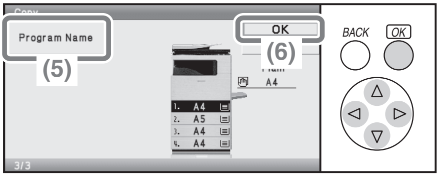
2 **Select settings.**

(1) Select the [Store/Delete] key.
Select with ▽△ and press [OK].

(2) Select the key in which you want to store a job program.
Select with ▽△ and press [OK].
Select any key that is not highlighted.
Keys that have a job program stored are highlighted.

(3) Select the copy settings that you wish to store.
Select with ▽△ and press [OK].
The setting items are located on several different pages.





Select settings. (Continued)

(4) Select the copy settings that you wish to store.

Select with ▽△◁▷ and press [OK].
The setting items are located on several different pages.

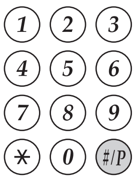
(5) Select the [Program Name] key.

Select with ▽△◁▷ and press [OK].
A text entry screen appears. Enter a name for the program.

(6) Select the [OK] key.

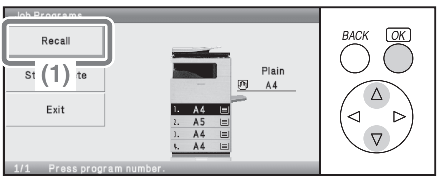
Select with ▽△◁▷ and press [OK].

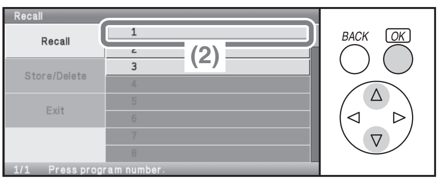
Using a job program



1 Press the [#/P] key (#/P).

Place the original.





2 Select settings.

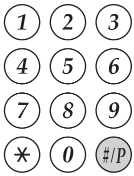
(1) Select the [Recall] key.

Select with ▽△ and press [OK].

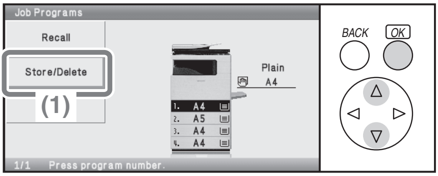
(2) Select the key of the desired job program.

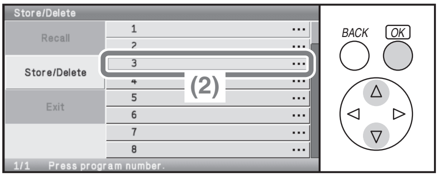
Select with ▽△ and press [OK].
After selecting the job program, set the number of copies and press the [COLOUR START] key or [BLACK & WHITE START] key to begin copying.

Deleting a job program



1 Press the [#/P] key (#/P).







2 Select settings.

(1) Select the [Store/Delete] key.

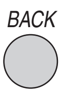
Select with ▽ △ and press [OK].

(2) Select the key of the job program that you wish to delete.

Select with ▽ △ and press [OK].
Select a key that is highlighted.
Keys that have a job program stored are highlighted.

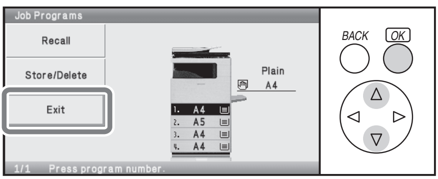
(3) Read the displayed message and select the [Delete] key.

Select with ◁ ▷ and press [OK].



3 Press the [BACK] key.

The base screen of copy mode appears.

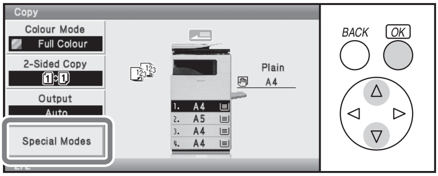


4 Select the [Exit] key.

SPECIAL MODES

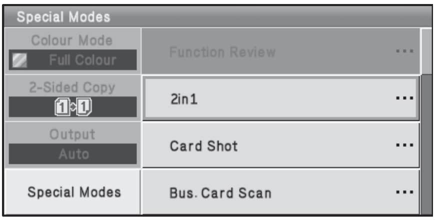
The special modes can be used for a variety of special-purpose copy jobs. This section introduces the types of copies that can be made with the special modes. (The procedures for using each special mode are not explained.)
Each special mode has its own settings and steps, however, the basic procedure is the same for all modes. The basic procedure for selecting a special mode is explained on the next page using "Margin Shift" as an example.
For the procedures for using the special modes, see "SPECIAL MODES" in "2. COPIER" in the Operation Guide.

Special modes

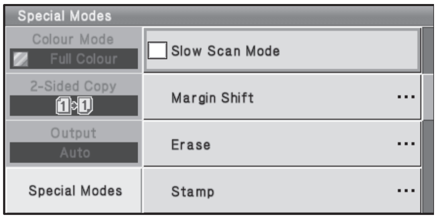


To use a special mode, open the special modes menu and select the mode that you wish to use. The menu consists of four screens. Use the ▽ △ keys to switch between the screens.
Select the [Special Modes] key in the base screen to open the special modes menu.

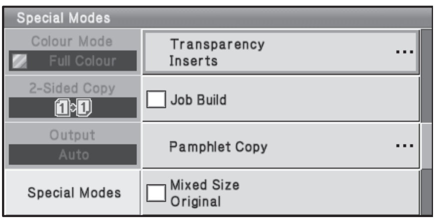
1st screen



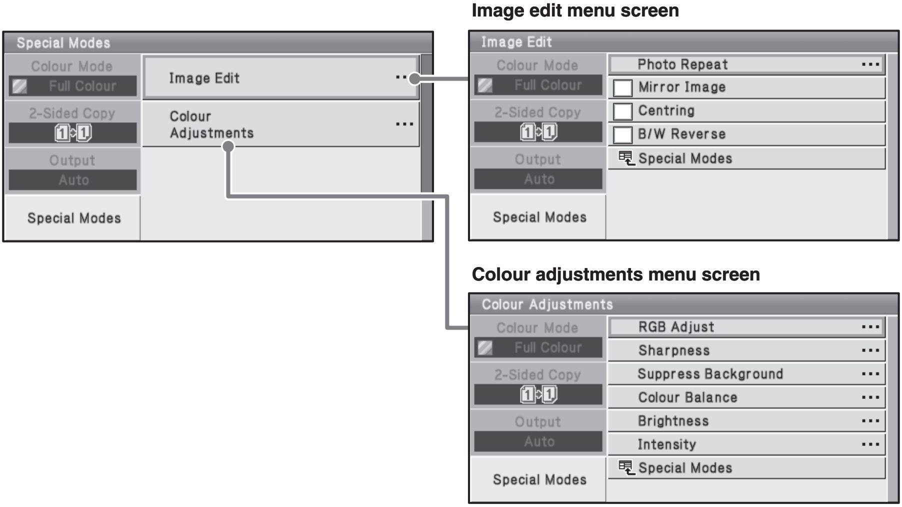
2nd screen



3rd screen



4th screen



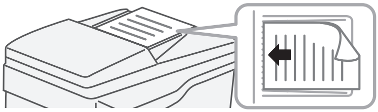
When you select a special mode with a checkbox (☐), the checkbox changes to ☑ and the setting is completed.
When any other special mode key is selected, a screen appears to let you select settings for that mode.
The keys that appear vary by country and region and the peripheral devices that are installed.

[Function Review] key
Select this setting key to check the current special mode settings.

SELECTING A SPECIAL MODE

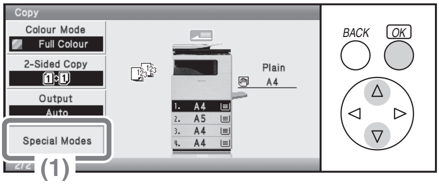
The procedure for selecting settings for "Adding margins (Margin Shift)" is explained below as an example. Although the specific settings for each special mode vary, the general procedure is the same.

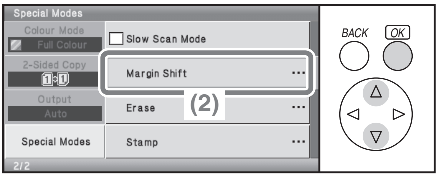
The side to be scanned must be face up!

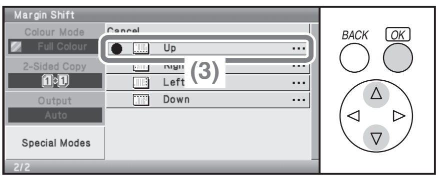


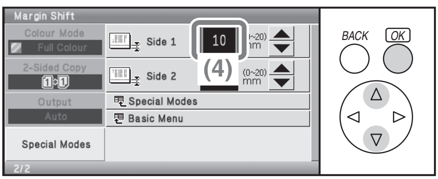
1 Place the originals.

When using the document glass, place the original with the side to be scanned face down.









2 Select settings.

(1) Select the [Special Modes] key.

Select with ▽△ and press [OK].

(2) Select the [Margin Shift] key.

Select with ▽△ and press [OK].
Settings to shift the margin 15 mm down will be selected.

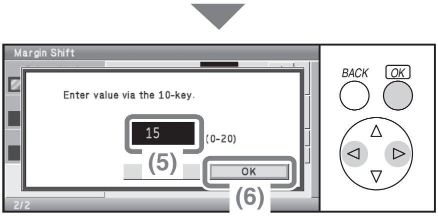
(3) Select the [Up] key.

Select with ▽△ and press [OK].
The margin shift position is initially set to "Up".
To set the margin shift position to "Right", "Left", or "Down", select the corresponding key.

(4) Select the number display for the front side (side 1).

Select with ▽△ and press [OK].

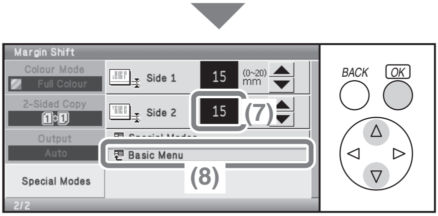
Select settings. (Continued)



(5) Set the front side to 15 mm with the numeric keys.

(6) Select the [OK] key.

Select with ◁ ▷ and press [OK].



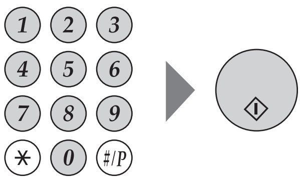
(7) Set the reverse side (side 2) to 15 mm in the same way as the front side.

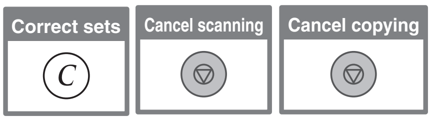
(8) Select the [Basic Menu] key.

Select with ▽ △ and press [OK].

The base screen of copy mode appears.

3 Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.





CONVENIENT COPY FUNCTIONS

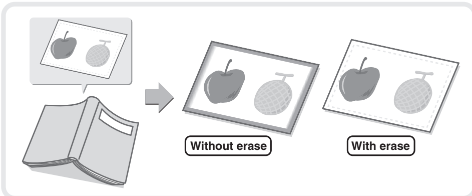
Adding margins (Margin Shift)

Use this function to shift the image on the copy to create binding margins.
This function is convenient when you wish to hole punch the copies.



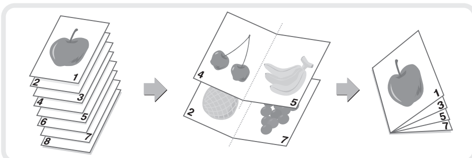
Erasing peripheral shadows (Erase)

Use this function to erase peripheral shadows that occur when making copies of books and other thick originals.



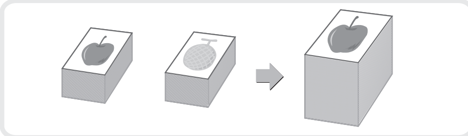
Making copies in pamphlet format (Pamphlet Copy)

Use this function to make copies that can be folded into a pamphlet.
Pamphlet copy makes it easy to create pamphlets.



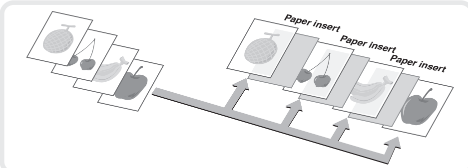
Copying a large number of originals at once (Job Build)

A stack of originals higher than the indicator line on the automatic document feeder cannot be fed through the feeder.
The job build function lets you divide the stack of originals into sets, feed each set, and copy the sets as a single job.



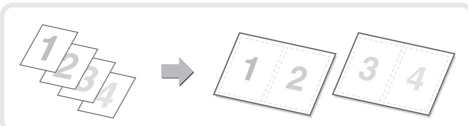
Adding inserts when copying on transparency film (Transparency Inserts)

When copying onto transparency film, this function inserts sheets of paper between the sheets of transparency film to keep them from sticking together.



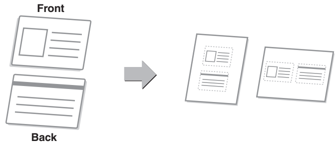
Copying two original pages onto one sheet of paper (2in1)

Use this function to copy two original pages onto one sheet of paper.



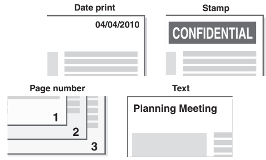
Copying both sides of a card onto one sheet of paper (Card Shot)

Use this function to copy the front and reverse side of a card onto one sheet of paper.



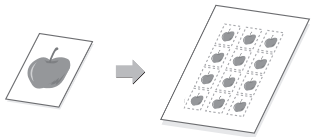
Printing the date or a stamp on copies (Stamp)

Use this function to print the date, a stamp, the page number, or text on copies.
A colour can be selected to print a stamp or text in colour.



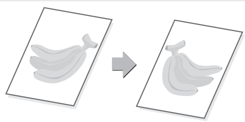
Repeating photos on a copy (Photo Repeat)

Use this function to print up to 12 copies of one photo on one sheet of paper.



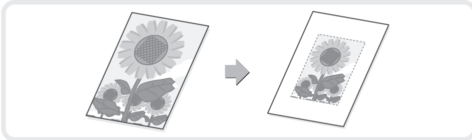
Inverting the image (Mirror Image)

Use this function to make a copy that is a mirror image of the original.



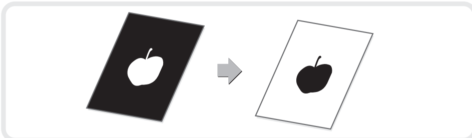
Copying in the centre of the paper (Centring)

Use this function to position the copy image at the centre of the paper.
This is convenient when the image is reduced or copied onto paper that is larger than the original.



Reversing white and black in a copy (B/W Reverse)

This function reverses black and white in a copy to create a negative image.
Use this function to save toner when copying an original with large black areas.



Adjusting red/green/blue in copies (RGB Adjust)

Use this function to strengthen or weaken red, green, or blue (one colour only) and thereby change the overall hue of the copy.
An image of this function is shown at the end of this manual.

Adjusting the sharpness of an image (Sharpness)

Use this function to sharpen or soften a copy image.
An image of this function is shown at the end of this manual.

Whitening faint colours in copies (Suppress Background)

Use this function to suppress light background areas of a copy image. When making a copy of an original that has a light coloured background, this can be used to whiten the background.
An image of this function is shown at the end of this manual.

Adjusting the colour (Colour Balance)

Use this function to adjust the colour balance in a colour copy. The densities of the four colours, cyan, magenta, yellow, and black can be adjusted.
An image of this function is shown at the end of this manual.

Adjusting the brightness of a copy (Brightness)

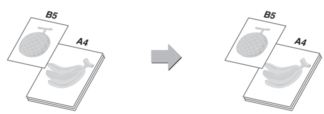
Use this function to adjust the brightness of a copy.
An image of this function is shown at the end of this manual.

Adjusting the intensity of a copy (Intensity)

Use this function to adjust the intensity of a copy.
An image of this function is shown at the end of this manual.

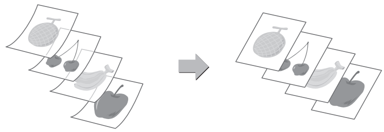
Copying originals that are different sizes (Mixed Size Original)

For example, even when a B5 original is mixed in with A4 originals, this function lets you copy all originals at once.
When used in combination with the auto image function, the copies can all be printed on the same size of paper.



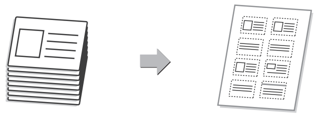
Copying thin originals (Slow Scan Mode)

This function lets you scan thin originals, which are normally difficult to handle, in the automatic document feeder.



Copying multiple business cards (Business Card Scan)

Up to eight business cards can be copied onto a single sheet of paper. This function can be used to create a list of business cards or file multiple business cards together as a group. (Business card feeder is required.)



Printing

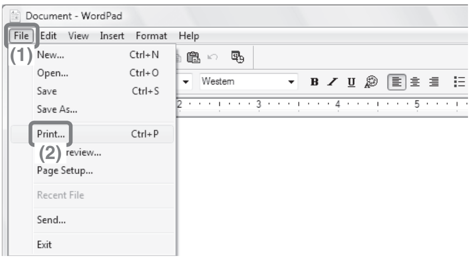
This section explains the basic procedure for printing using the printer driver of the machine. The settings that can be selected in the printer driver are also introduced.
The explanations of screens and procedures are primarily for Windows Vista® in Windows® environments, and Mac OS X v10.4 in Macintosh environments. The window varies depending on the operating system version, the printer driver version, and the application.

PRINTING

This section explains the basic procedures for printing.

Windows

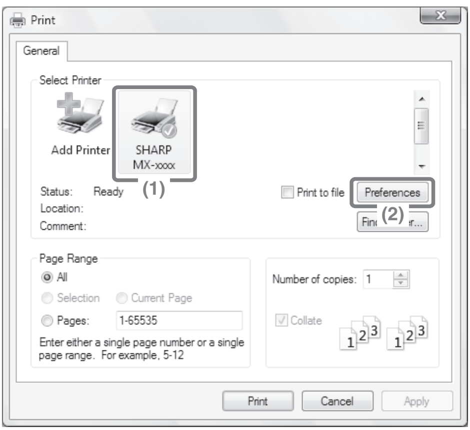
The following example explains how to print a A4 size document from WordPad, which is a standard accessory program in Windows.
To install the printer driver and configure settings in a Windows environment, see "2. SETUP IN A WINDOWS ENVIRONMENT" in the Software Setup Guide.
For information on the available printer drivers and the requirements for their use, see "PRINTER FUNCTION OF THE MACHINE" in "3. PRINTER" in the Operation Guide.



1 Select the print command in the application.

(1) Open the [File] menu.

(2) Select [Print].

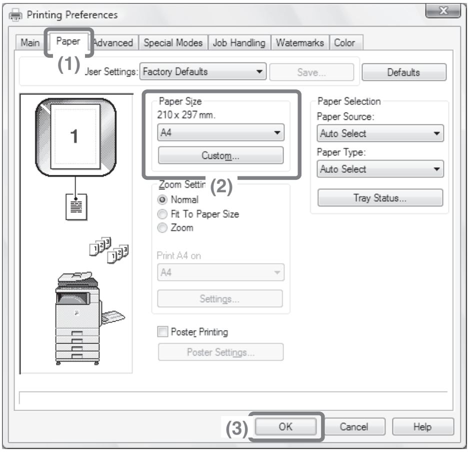


2 Open the printer driver properties window.

(1) Select the printer driver of the machine.

(2) Click the [Preferences] button.

In Windows 2000, the [Preferences] button does not appear. Click the tabs in the "Print" dialog box to adjust the settings on the tabs.
In Windows 98/Me/NT 4.0, click the [Properties] button.

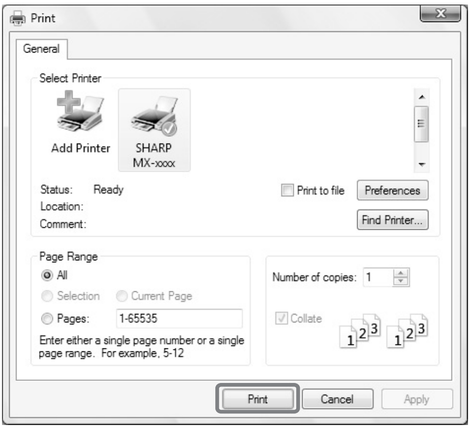


3 Select print settings.

(1) Click the [Paper] tab.

(2) Select [A4].

(3) Click the [OK] button.

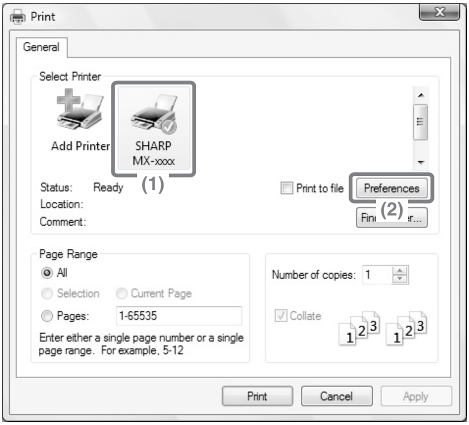


4 Click the [Print] button.

Printing begins.
In Windows 98/Me/NT 4.0, click the [OK] button.

Using printer driver help

When selecting settings in the printer driver properties window, you can display Help to view explanations of the settings. (Only in Windows)

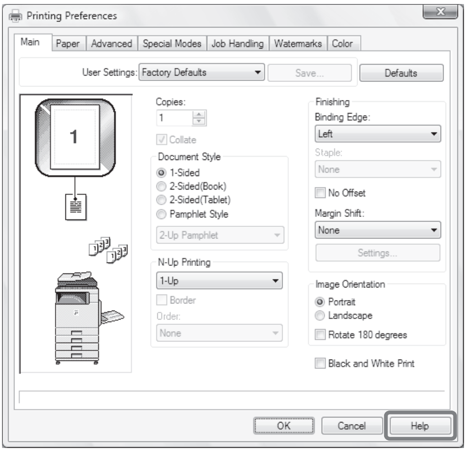


1 **Open the printer driver properties window.**

(1) Select the printer driver of the machine.

(2) Click the [Preferences] button.

In Windows 2000, the [Preferences] button does not appear. Click the tabs in the "Print" dialog box to adjust the settings on the tabs.
In Windows 98/Me/NT 4.0, click the [Properties] button.



2 **Click the [Help] button.**

The Help window will open to let you view explanations of the settings on the tab.
To view Help for settings in a dialog box, click the green text at the top of the Help window.

To view Help for a specific setting
Click the setting that you wish to learn about and press the [F1] key. Help for that setting will appear.

* To view Help for a particular setting in Windows 98/Me/NT 4.0/2000/XP/ Server 2003, click the ? button in the upper right-hand corner of the printer driver window and then click the setting.

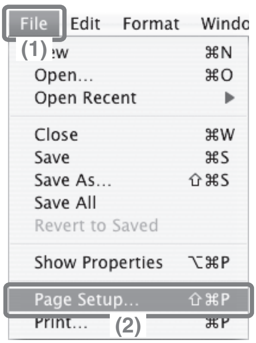
When the information icon ( ) appears
The icon can be clicked to show prohibited combinations of functions and other information.

Macintosh

The following example explains how to print an A4 size document from "TextEdit" ("SimpleText" in Mac OS 9), which is a standard accessory program on Macintosh computers.
In a Macintosh environment, the PS3 expansion kit must be installed to use the machine as a network printer.
To install the printer driver and configure settings in a Macintosh environment, see "3. SETUP IN A MACINTOSH ENVIRONMENT" in the Software Setup Guide.

Setting the paper size

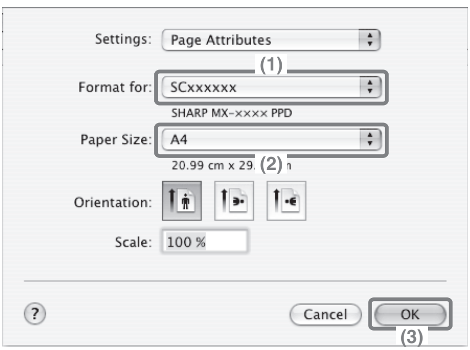
Select paper settings in the printer driver before selecting the print command.



1 Open the page setup window in TextEdit.

(1) Open the [File] menu.

(2) Select [Page Setup].
In Mac OS 9, select [Print] from the [File] menu of SimpleText.



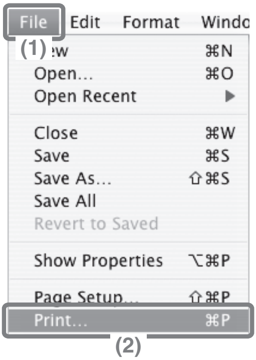
2 Select paper settings.

(1) Make sure the correct printer is selected.
The machine name that appears in the "Format for" menu is normally [SCxxxxxx]. ("xxxxxx" is a sequence of characters that varies depending on your machine model.)

(2) Select [A4].

(3) Click the [OK] button.

Printing a file



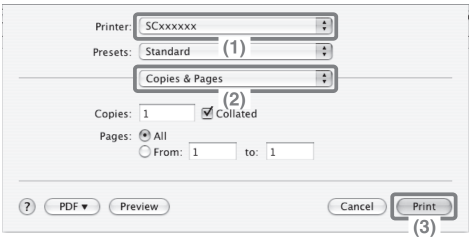
1 Execute printing from TextEdit.

(1) Open the [File] menu.

(2) Select [Print].

In Mac OS 9, select [Print] from the [File] menu of SimpleText.

2 Select print settings and click the [Print] button.



(1) Make sure the correct printer is selected.

The machine name that appears in the "Printer" menu is normally [SCxxxxxx]. ("xxxxxx" is a sequence of characters that varies depending on your machine model.)

(2) Select print settings.

Click next to [Copies & Pages] and select each setting that you wish to configure from the pull-down menu. The screen for the selected setting will appear.

If the settings do not appear in Mac OS X v10.5 to 10.5.1, click next to the printer name.

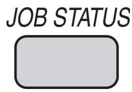
In Mac OS 9, click next to [General] and select a setting from the pull-down menu. The screen for the selected setting will appear.

(3) Click the [Print] button.

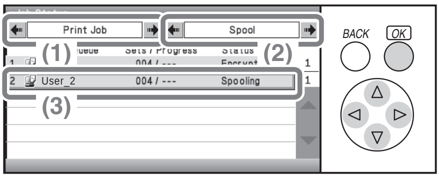
Printing begins.

CANCELLING PRINTING (AT THE MACHINE)

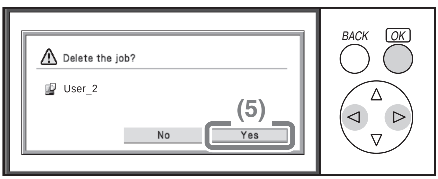
You can cancel a print job if you cancel before printing actually begins.



1 Press the [JOB STATUS] key.







2 Select settings.

(1) Change the job status mode to [Print Job].

Select either of the keys with the keys and press the [OK] key. The mode changes each time the [OK] key is pressed.

(2) Change the print job status mode to [Spool] or [Job Queue].

Select either of the keys with the keys and press the [OK] key. The mode changes each time the [OK] key is pressed.

(3) Select the key of the print job that you wish to cancel.

Select with and press [OK].

(4) Select the [Stop/Delete] key.

Select with and press [OK].

(5) Select the [Yes] key.

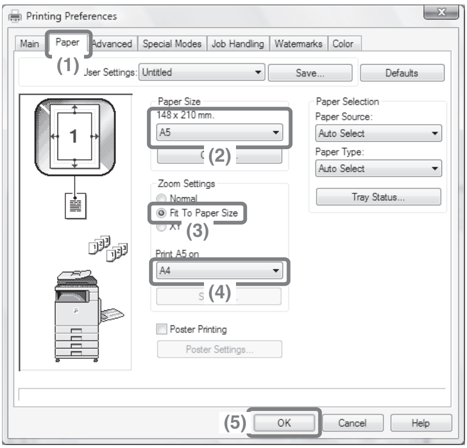
Select with and press [OK].

SELECTING PRINT SETTINGS

To use the print function of the machine, the settings in the printer driver properties window must be configured. See "PRINTING" (page 60) for the procedure for opening the printer driver properties window and the basic procedure for printing.

Windows

The procedure for selecting settings in the printer driver is explained below using "Fitting the print image to the paper (Fit To Paper Size)" as an example.
The Fit To Paper Size function is used to automatically enlarge or reduce the print image to fit the selected paper size. In this example, an A5 size image will be printed on A4 size paper.
The procedures for configuring printer driver settings vary by setting. **For more information on each setting, see "FREQUENTLY USED FUNCTIONS" and "CONVENIENT PRINTING FUNCTIONS" in "3. PRINTER" in the Operation Guide.**



Select print settings.

(1) Click the [Paper] tab.

(2) Select [A5].
Select the size of the print image.

(3) Select [Fit To Paper Size].

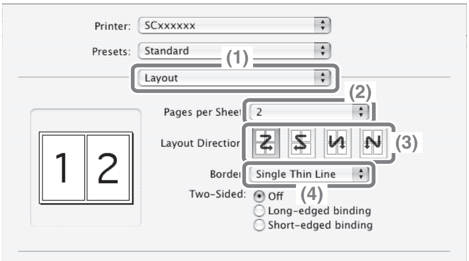
(4) Select [A4].
Select the size of paper that you want to print on.

(5) Click the [OK] button.

This completes the settings.
Start printing.

Macintosh

The procedure for selecting printer driver settings is explained below using "Printing multiple images on one page (N-Up Printing)" as an example.
This function reduces the size of each page to let you print multiple pages on one sheet of paper. The example of printing two pages on one sheet of paper with borderlines is explained.
The procedures for configuring printer driver settings vary by setting. **For more information on each setting, see "FREQUENTLY USED FUNCTIONS" and "CONVENIENT PRINTING FUNCTIONS" in "3. PRINTER" in the Operation Guide.**



Select print settings.

(1) Select [Layout].

(2) Select [2].

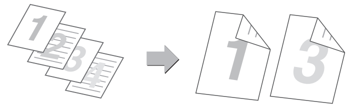
(3) Select the order of the pages.

(4) Select the desired type of borderline.

CONVENIENT PRINTER FUNCTIONS

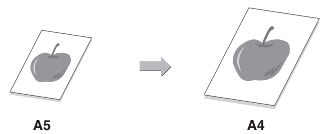
Printing on both sides of the paper (2-sided printing)

Use this function to print on both sides of the paper. You can use 2-sided printing to reduce the number of printed sheets when you are printing a large number of pages or when you wish to conserve paper.



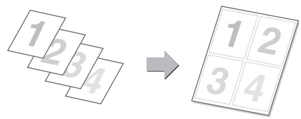
Fitting the print image to the paper (Fit To Paper Size)

Use this function to enlarge or reduce the print image to fit the paper size.
This is convenient for such purposes as enlarging an A5 or invoice size document to A4 or letter size paper to make it easier to view, and to print when the same size of paper as the print image is not loaded in the machine.



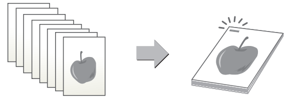
Printing multiple images on one page (N-Up Printing)

Use this function to print multiple pages on a single sheet of paper by reducing the size of the print images.
This is convenient when you wish to show an overall view of multiple pages or conserve paper.



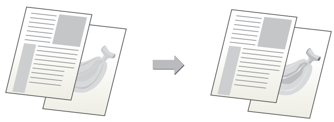
Stapling printed pages (Staple)

Use this function to staple printed output.
(When a finisher is installed.)



Printing a colour image in greyscale (Black and White Print)

Use this function to print colour images in greyscale.
This lets you save colour toner when colour printing is not necessary, such as when you only need to check the contents of a document.



The machine also has these functions

For information on each of these functions, see "CONVENIENT PRINTING FUNCTIONS" and "RETENTION (PRINT HOLD) FUNCTION" in "3. PRINTER" in the Operation Guide.

Convenient functions for creating pamphlets and posters

- Creating a pamphlet (Pamphlet)
- Increasing margin (Margin Shift)
- Creating a large poster (Poster Printing)

Functions to adjust the size and orientation of the image

- Rotating the image 180 degrees (Rotate 180 degrees)
- Enlarging/reducing the print image (Zoom / XY-Zoom)
- Adjusting line widths when printing (Line Width Settings)
- Reversing the image (Mirror Image)

Colour mode adjustment function

- Adjusting the brightness and contrast of the image (Colour Adjustment)
- Printing faint text or lines in black (Text To Black/Vector To Black)
- Selecting colour settings to match the image (Advanced Colour)

Functions to combine text and images

- Adding a watermark to printed pages (Watermark)
- Printing an image over the print data (Image Stamp)
- Creating overlays for print data (Overlays)

Print functions for special purposes

- Printing specified pages on different paper (Different Paper)
- Adding inserts when printing on transparency film (Transparency Inserts)
- Printing a carbon copy (Carbon Copy)
- Printing so that a specific page is the front page when using two-sided printing (Chapter Inserts)

Retention (print hold) function

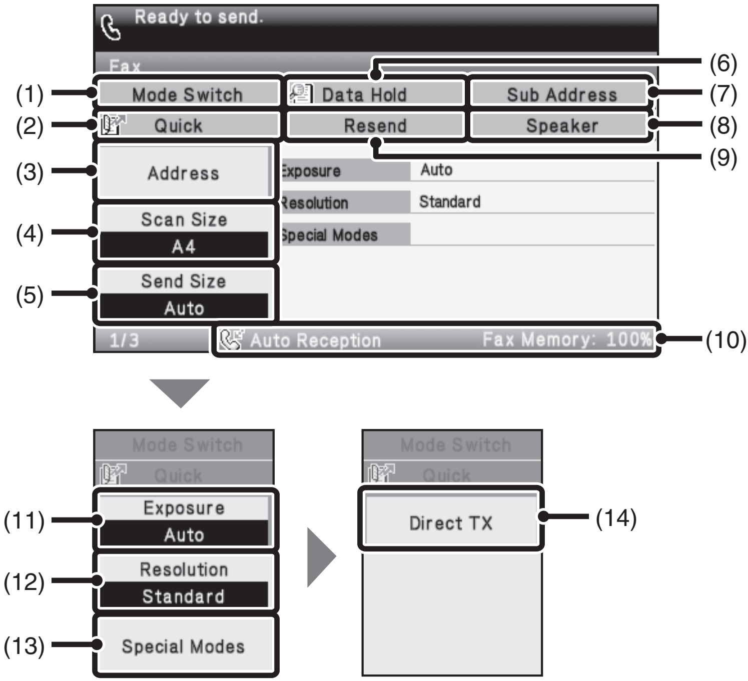
- Saving print files (Retention)

Faxing

This section explains the basic procedures for using the fax function of the machine. In addition, special modes that can be used with the fax function are introduced.
The facsimile expansion kit is required to use the fax function.

BASE SCREEN OF FAX MODE

Press the [IMAGE SEND] key in the operation panel to open the base screen of fax mode. If the screen does not appear, select the [Mode Switch] key and then the [Fax] key.
Select fax settings in the base screen.



(1) [Mode Switch] key
Use this key to change the mode of the image send function. To switch to fax mode, select the [Fax] key.

(2) [Quick] key
Select this key to retrieve a destination using a search number.*
* 3-digit number assigned to a destination when it is stored.

(3) [Address] key
Select this key to dial using a one-touch key or group key.

(4) [Scan Size] key
Image settings (original size, duplex setup, image orientation) can be selected.

(5) [Send Size] key
Select this to specify the send size of the document.

(6) key / key / key

When "Hold Setting for Received Data Print" or "Received Data Image Check Setting" is enabled in the system settings (administrator), this will appear when a fax is received.

: Only "Hold Setting for Received Data Print" is enabled

: Only "Received Data Image Check Setting" is enabled

: Both settings are enabled

(7) [Sub Address] key

Select this key to enter a sub-address and passcode for F-code transmission.

(8) [Speaker] key / [Pause] key / [Space] key

Select this key to dial using the speaker.
When entering a fax number to be dialled, the key changes to the [Pause] key. When entering a sub-address, the key changes to the [Space] key.

(9) [Resend] key / [Next Address] key

The destinations of the most recent eight transmissions by Scan to E-mail, fax and/or Internet fax (including Direct SMTP addresses) are stored. Select the [Resend] key to send to one of these addresses. After a destination is selected, this key changes to the [Next Address] key.

(10) This shows the currently selected fax reception mode and the amount of free memory remaining.

(11) [Exposure] key

Select this key to specify the exposure for scanning.

(12) [Resolution] key

Select this key to select the scanning resolution.

(13) [Special Modes] key

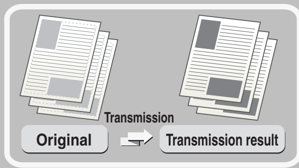
Select this key to use a special mode.

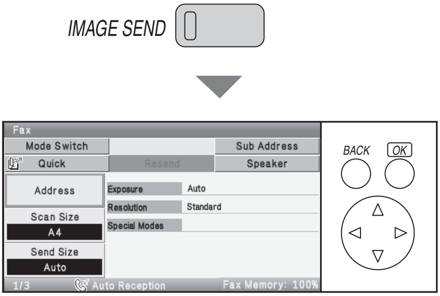
(14) [Direct TX] key

Select this key to send a fax by direct transmission. When the [Direct TX] key is not highlighted, normal transmission (memory TX mode) is selected.

SENDING A FAX

The basic procedure for sending faxes is explained below.
In fax mode, colour originals are sent as black and white images.





1 Press the [IMAGE SEND] key.

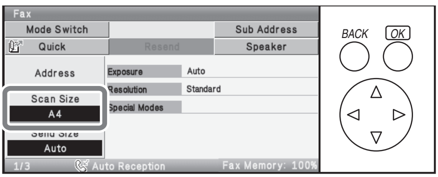
The base screen of fax mode appears.
If the screen does not appear, select the [Mode Switch] key and then the [Fax] key.

The side to be scanned must be face up!



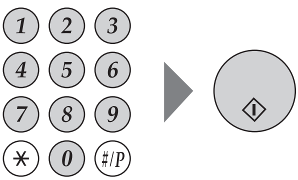
2 Place the originals.

When using the document glass, place the original with the side to be scanned face down.



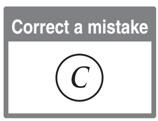
3 Make sure that the size of the placed original is displayed.

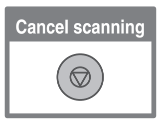
If the wrong size appears, select the correct scan size.



4 Enter the fax number of the receiving fax machine and press the [BLACK & WHITE START] key.

In fax mode, the [COLOUR START] key cannot be used to send a fax.

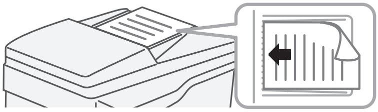




CHANGING THE SIZE OF A FAX

The size of the original and the transmission size can be specified before transmission.
This is convenient when faxing an original that is small and difficult to read.
The procedure for faxing both sides of an A4 original at A3 size is explained below.

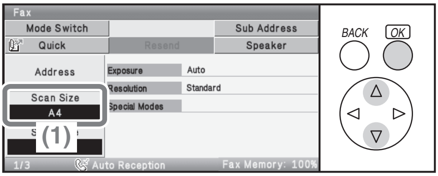
The side to be scanned must be face up!



1 Place the originals.

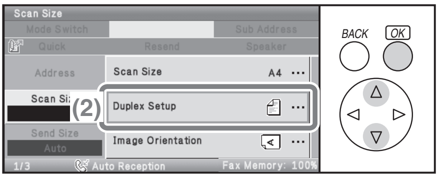
When using the document glass, place the original with the side to be scanned face down.

2 Select settings. (Scan size)



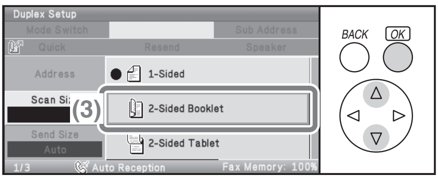
(1) Select the [Original] key.

Select with ▽△ and press [OK].



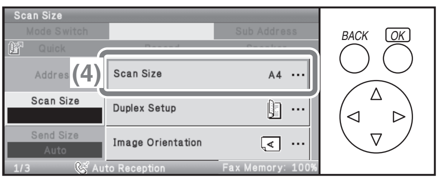
(2) Select the [Duplex Setup] key.

Select with ▽△ and press [OK].



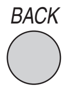
(3) Select the [2-Sided Booklet] key.

Select with ▽△ and press [OK].
This key is used to send a 2-sided original.



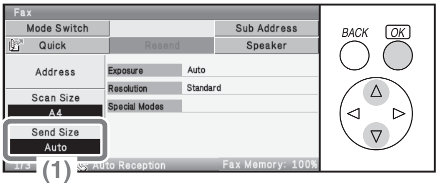
(4) Make sure that the size of the placed original is displayed.

If the wrong size appears, select the key and select the correct size.



3 Press the [BACK] key.

The base screen of fax mode appears.



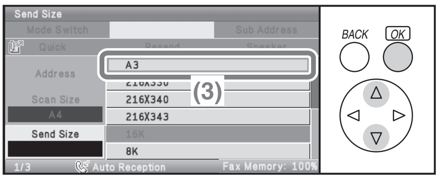
Select settings (Send size)

(1) Select the [Send size] key.

Select with ▽△ and press [OK].

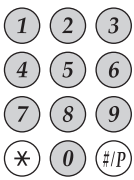


(2) Show the next page with the ▽ key.



(3) Select the [A3] key.

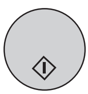
Select with ▽△ and press [OK].



4 Enter the fax number of the first destination.

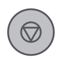
Correct a mistake





5 Press the [BLACK & WHITE START] key.

Cancel scanning



CHANGING THE EXPOSURE

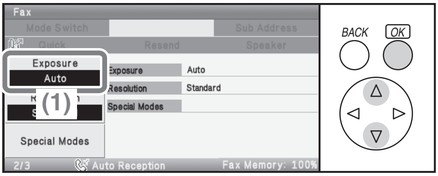
The exposure can be changed as appropriate for the darkness or lightness of the original.
The following example explains how to darken light colours in an original to make the image clearer.

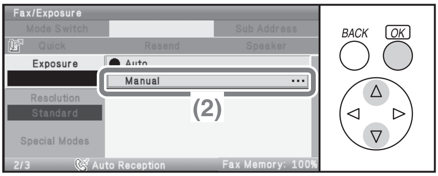
The side to be scanned must be face up!

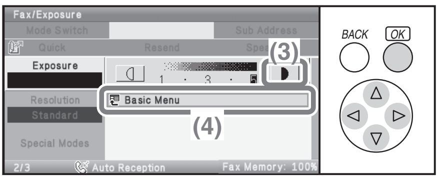


1 Place the originals.

When using the document glass, place the original with the side to be scanned face down.







2 Select settings.

(1) Select the [Exposure] key.

Select with ▽△ and press [OK].

(2) Select the [Manual] key.

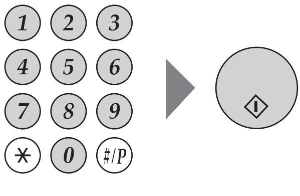
Select with ▽△ and press [OK].

(3) Select the ◗ key to darken the transmission result.

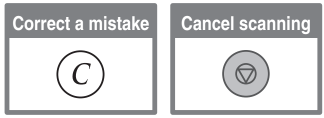
Select with ▽△◁▷ and press [OK].
5 levels are available for the exposure. To lighten the print result, select the ◖ key and set the desired value.

(4) Select the [Basic Menu] key.

Select with ▽△◁▷ and press [OK].
The base screen of fax mode appears.



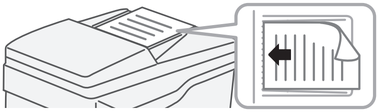
3 Enter the fax number of the receiving fax machine and press the [BLACK & WHITE START] key.



CHANGING THE RESOLUTION

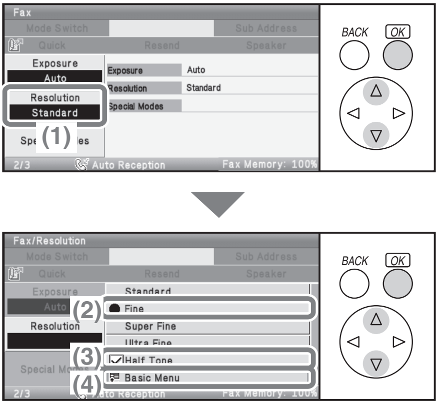
The resolution can be selected to match the characteristics of the original, such as text or photo, the size of the text, and the darkness of the image. The following example explains how to set the resolution to [Fine] and [Half Tone] when sending an original with small text.

The side to be scanned must be face up!



1 Place the originals.

When using the document glass, place the original with the side to be scanned face down.



2 Select settings.

(1) Select the [Resolution] key.

Select with ▽△ and press [OK].

(2) Select the [Fine] key.

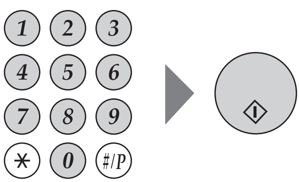
Select with ▽△ and press [OK].
The resolution increases (producing a clearer image) in the following order: [Standard], [Fine], [Super Fine], [Ultra Fine].

(3) Select the [Half Tone] key.

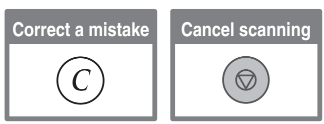
Select with ▽△ and press [OK].
Select [Half Tone] for a photo or illustration with shading to further improve the image.
[Half Tone] cannot be selected when [Standard] is selected.

(4) Select the [Basic Menu] key.

Select with ▽△ and press [OK].
The base screen of fax mode appears.

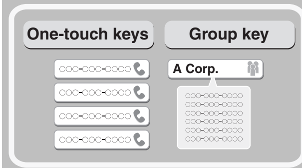


3 Enter the fax number of the receiving fax machine and press the [BLACK & WHITE START] key.



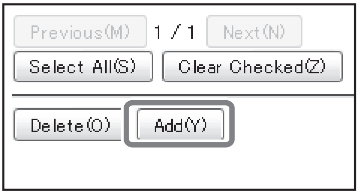
STORING A FAX NUMBER

You can store fax numbers in one-touch keys.
Stored fax numbers can be retrieved quickly and easily.
If you frequently send faxes to the same group of fax machines, the numbers of those fax machines can be stored as a group (multiple fax numbers can be stored in one key).



Storing an individual key

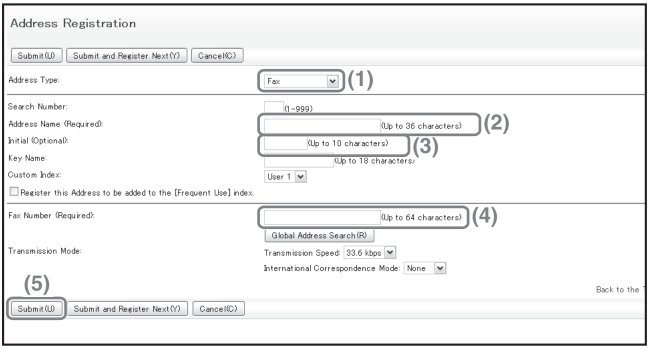
One touch keys can be stored in the Web page.
Select [Address Book] in the Web page menu to open the "Address Book" page.



1 **Select [Add] in the "Address Book" page.**

The "Address Registration" page will appear.

Address Registration



2 Enter the necessary information.

(1) Select [Fax] in "Address Type".

(2) Enter the "Address name".

(3) Enter an "Initial".

(4) Enter the "Fax Number".

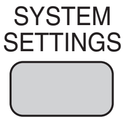
(5) Select "Submit".

To store another address, select [Submit and Register Next].

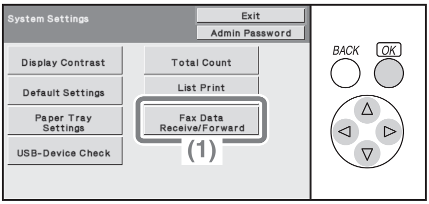
The items in the above step must be entered. For details on items entered, see "4. FACSIMILE" in the Operation Guide.
When sending the same document or image to multiple destinations, it is convenient to store a destination group. For details on storing groups, see "4. FACSIMILE" in the Operation Guide.

FORWARDING RECEIVED FAXES (Fax Data Forward)

When the machine cannot print because it is out of paper or out of toner, received faxes can be forwarded to another fax machine.
To use this function, the fax number of the destination machine must be stored in "Set the Telephone Number for Data Forwarding" in the system settings (administrator).

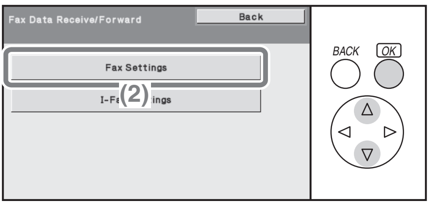


1 Press the [SYSTEM SETTINGS] key.

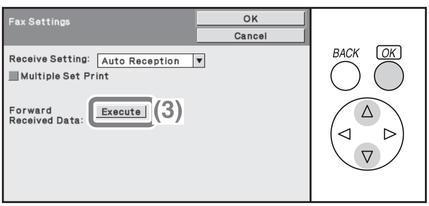


2 Select settings.

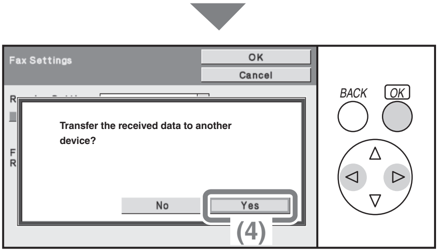
(1) Select the [Fax Data Receive/Forward] key.
Select with ▽△◁▷ and press [OK].



(2) Select the [Fax Settings] key.
Select with ▽△ and press [OK].



(3) Select the [Execute] key in "Forward Received Data".
Select with ▽△ and press [OK].



Select settings. (Continued)

(4) Select the [Yes] key.

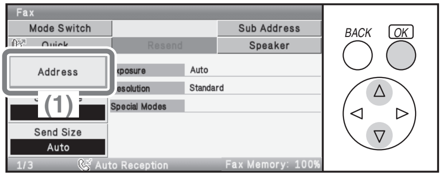
Select with ◁ ▷ and press [OK].

CONVENIENT DIALLING METHODS

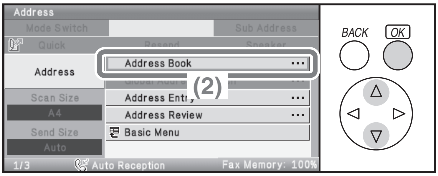
Easy to use one-touch keys and the resend function can be used to prevent dialling errors and save time.

One-touch keys

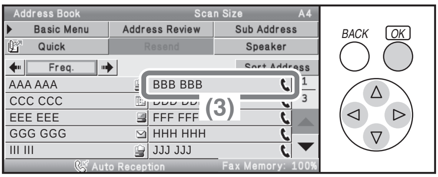
A fax number stored in a one-touch key can be retrieved by a simple operation of the key.
A one-touch key for a group can be selected to automatically transmit to each of the destinations stored in the group.



(1) Select the [Address] key.
Select with ▽△ and press [OK].



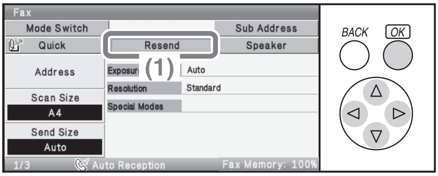
(2) Select the [Address Book] key.
Select with ▽△ and press [OK].



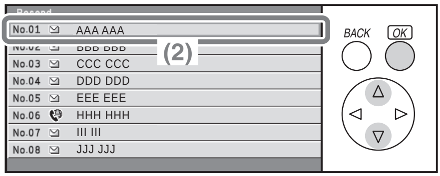
(3) Select the key of the desired destination.
Select with ▽△◁▷ and press [OK].

Resending

The [Resend] key can be selected to transmit to one of the eight most recent destinations used for transmission.
Resending is not possible in some cases, such as when an image is sent using a one-touch key for a group.



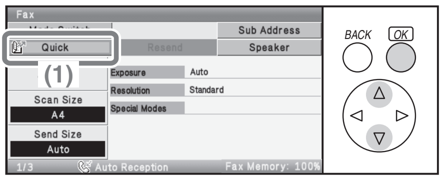
(1) Select the [Resend] key.
Select with ▽△◁▷ and press [OK].



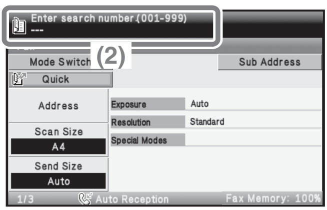
(2) Select the key of the desired destination.
Select with ▽△ and press [OK].
The destinations that appear also include Scan to E-mail and Internet fax destinations.

Speed dialling

When you store an individual key or a group key, a 3-digit search number is assigned to the key.
You can dial by selecting the [Quick] key and entering a 3-digit search number.
To check a search number, print the appropriate list in the sending address list menu in the system settings.



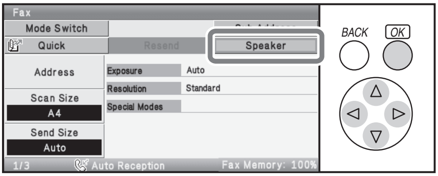
(1) Select the [Quick] key.
Select with ▽△ and press [OK].



(2) Enter the 3-digit search number with the numeric keys.

Dialling using the speaker

When the speaker is used to dial, fax transmission is started after the number is dialled and the connection is established. If a person answers, you will be able to hear his or her voice, but you will not be able to speak.

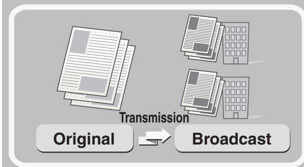


Select the [Speaker] key.

Select with ▽△◁▷ and press [OK].
You will hear the dial tone through the machine's speaker.
Dial the fax number of the destination with the numeric keys or with the [Address Book] key.
When the connection is established, press the [BLACK & WHITE START] key to send the fax.

SENDING THE SAME FAX TO MULTIPLE DESTINATIONS (Broadcast Transmission)

The same document/image can be sent to multiple fax mode, scan mode, and Internet fax mode destinations in a single operation.
If you frequently send documents/images to the same group of destinations, it is recommended that you store those destinations as a group in a one-touch key.
The following procedure explains how to enter a fax number with the numeric keys and then select a destination that is stored in a one-touch key.



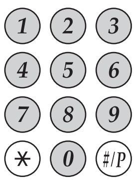
The side to be scanned must be face up!



1 Place the originals.

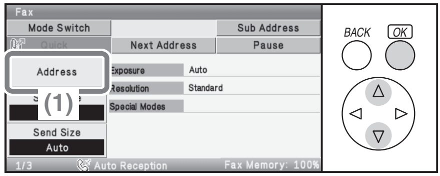
When using the document glass, place the original with the side to be scanned face down.

2 Enter the fax number of the first destination.



Correct a mistake

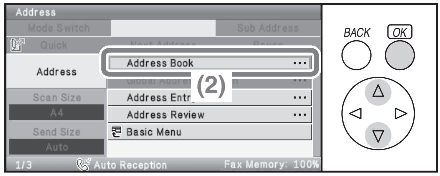
C



3 Select settings.

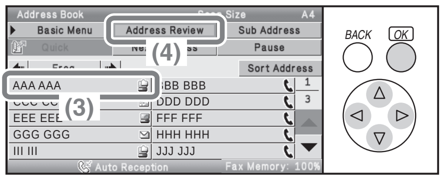
(1) Select the [Address] key.

Select with ▽△ and press [OK].



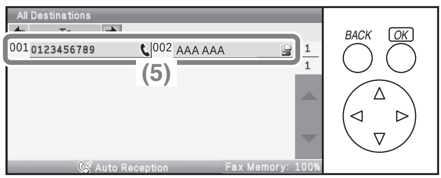
(2) Select the [Address Book] key.

Select with ▽△ and press [OK].



(3) Select the one-touch key in which the desired destination is stored.

Select with ▽△◁▷ and press [OK].



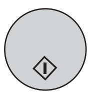
(4) Select the [Address Review] key.

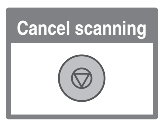
Select with ▽△◁▷ and press [OK].

(5) Check the destinations.

To delete a destination, select the key of the destination that you wish to delete. A message will appear to confirm the deletion. Select the [Yes] key.

4 Press the [BLACK & WHITE START] key.

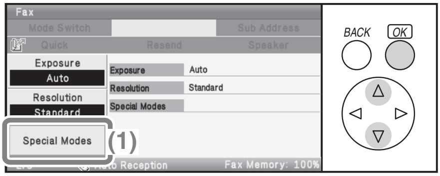




SPECIAL FAX MODES

The special modes can be used for a variety of special-purpose fax transmission jobs.
The following pages show the types of fax transmissions that can be performed. (The procedures for using each special mode are not explained.)
Each special mode has its own settings and steps, however, the basic procedure is the same for all modes. The basic procedure for selecting a special mode is explained on the next page using "Erase" as an example.
For the procedures for using the special modes, see "SPECIAL MODES" in "4. FACSIMILE" in the Operation Guide.

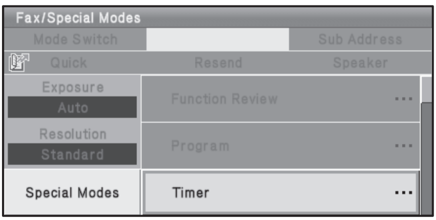
Special modes



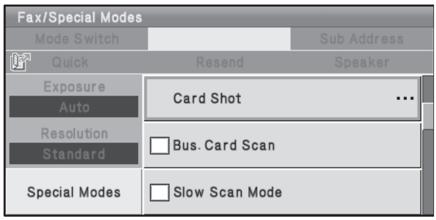
To use a special mode, open the special modes menu and select the mode that you wish to use. The menu consists of five screens. Use the ▽ △ keys to switch between the screens.
Select the [Special Modes] key in the base screen to open the special modes menu.

Fax mode

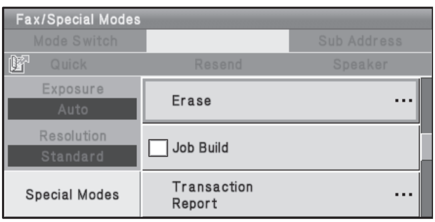
1st screen



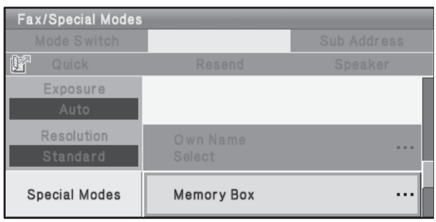
2nd screen



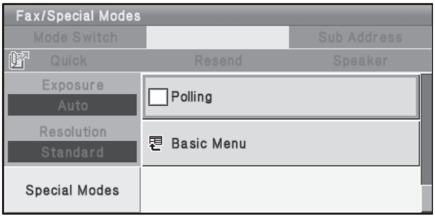
3rd screen



4th screen



5th screen



When you select a special mode with a checkbox (☐), the checkbox changes to ☑ and the setting is completed.
When any other special mode key is selected, a screen appears to let you select settings for that mode.
The keys that appear vary by country and region and the peripheral devices that are installed.

[Function Review] key
Select this setting key to check the current special mode settings.

SELECTING A SPECIAL MODE

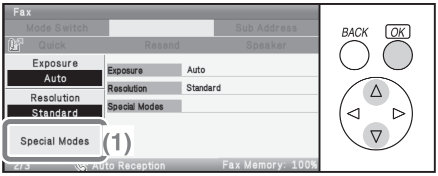
The procedure for selecting a special mode for fax is explained below.
The settings that must be selected vary for each special mode, however, the general procedure is the same. The procedure for erasing shadows at the edges of the image when sending a fax is explained below as an example.

The side to be scanned must be face up!



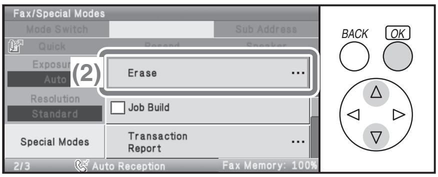
1 Place the originals.

When using the document glass, place the original with the side to be scanned face down.

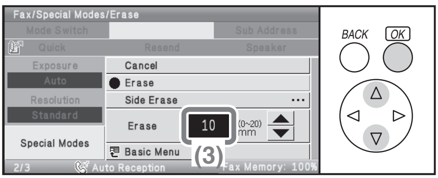


2 Select settings.

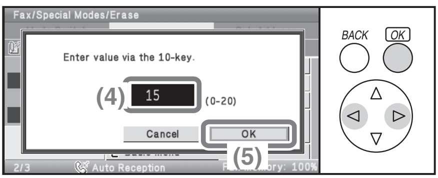
(1) Select the [Special Modes] key.
Select with ▽△ and press [OK].



(2) Select the [Erase] key.
Select with ▽△ and press [OK].
The erase settings will be configured to erase a width of 15 mm around the edges of the original.

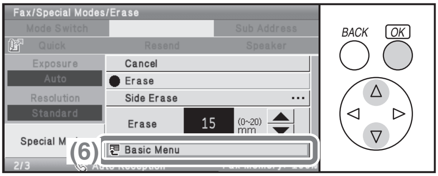


(3) Select the edge erase number display.
Select with ▽△ and press [OK].



(4) Set the erasure width to 15 mm with the numeric keys.
The erase area is set to "Edge Erase" by default.
A particular side can be erased by selecting the [Side Erase] key and selecting settings for that side.

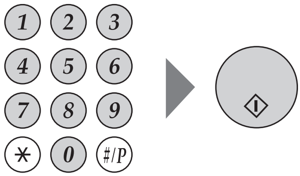
(5) Select the [OK] key.
Select with ◁▷ and press [OK].



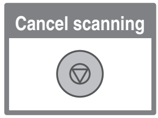
Select settings. (Continued)

(6) Select the [Basic Menu] key.

Select with ▽△ and press [OK].
The base screen of fax mode appears.



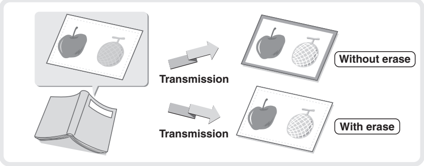
3 Enter the fax number of the receiving fax machine and press the [BLACK & WHITE START] key.



CONVENIENT FAX FUNCTIONS

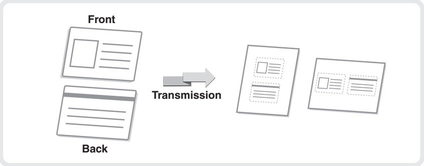
Erasing peripheral shadows (Erase)

Use this function to erase peripheral shadows that occur when faxing books and other thick originals.



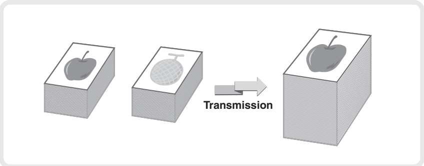
Sending the front and reverse sides of a card as a single page (Card Shot)

Use this function to send the front and reverse sides of a card as a single page in a single transmission.



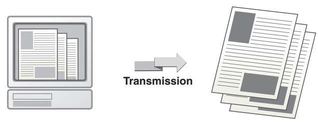
Sending a large number of pages as a single transmission job (Job Build)

A stack of originals higher than the indicator line on the automatic document feeder cannot be fed through the feeder.
The job build function lets you divide the stack of originals into sets, feed each set, and send the sets as a single transmission.



Sending a fax directly from a computer (PC-Fax)

A document on a computer can be sent via the machine as a fax. Select the PC-Fax driver as the printer driver on your computer and then select the Print command in the software application. Image data for transmission will be created and sent as a fax.
This function can only be used on a Windows computer.



For more information, see the Help file for the PC-Fax driver.

The machine also has these functions

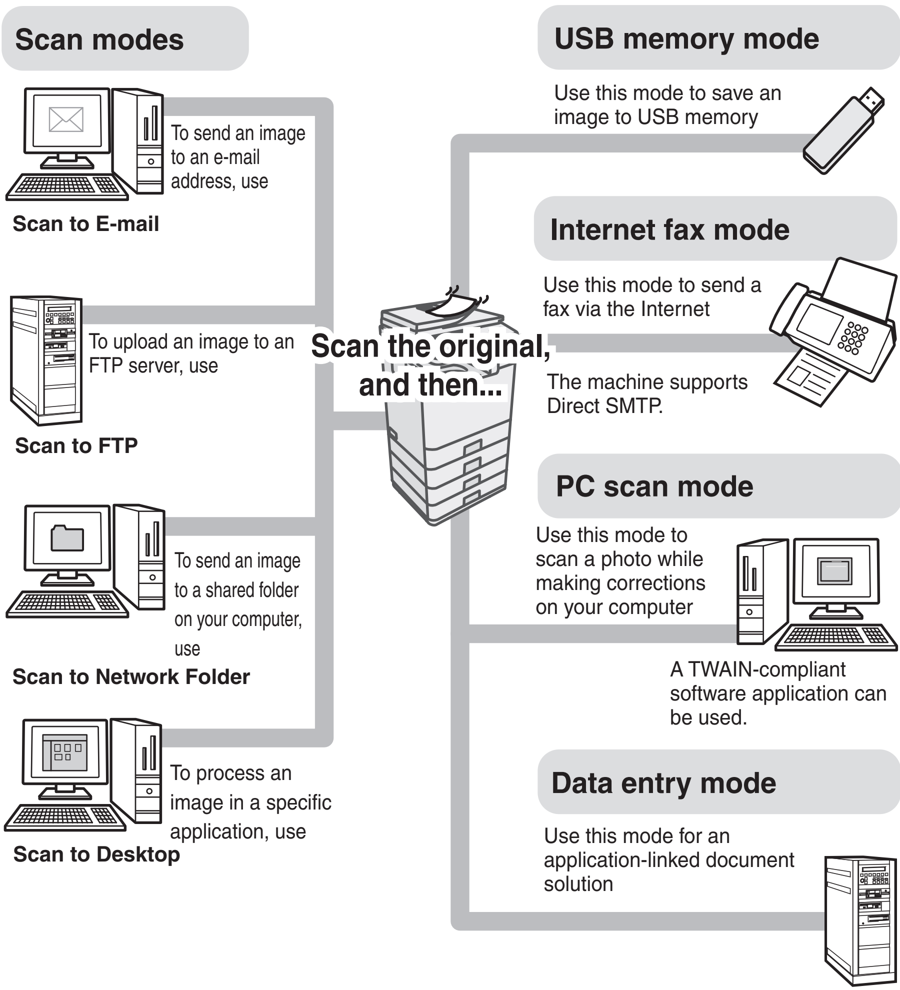
- Forwarding a received fax to a network address (Inbound Routing Settings)
  ☞ Operation Guide "FAX RECEPTION" in "4. FACSIMILE"
- Sending a fax at a specified time (Timer)
- Storing fax operations (Program)
- Changing the print settings for the transaction report (Transaction Report)
- Temporarily changing the sender information (Own Name Select)
- Faxing thin originals (Slow Scan Mode)
- Sending business cards (Business Card Scan)
- Calling a fax machine and initiating fax reception (Polling)
- Sending a fax when another machine polls your machine (Polling Memory)
  ☞ Operation Guide "SPECIAL MODES" in "4. FACSIMILE"
- Performing F-code communication
  ☞ Operation Guide "PERFORMING F-CODE COMMUNICATION" in "4. FACSIMILE"
- Connecting and using an existing phone (Extension Phone Connection)
  ☞ Operation Guide "USING AN EXTENSION PHONE" in "4. FACSIMILE"

Scanning

This section explains the uses of the network scanner function and the basic procedure for using scan mode. In addition, special modes that can be used with the network scanner function are introduced.
The Internet fax expansion kit is required to use the Internet fax function.

NETWORK SCANNER FUNCTION

The network scanner function of the machine can be used to transmit scanned images by a variety of methods. The network scanner function has the following modes.

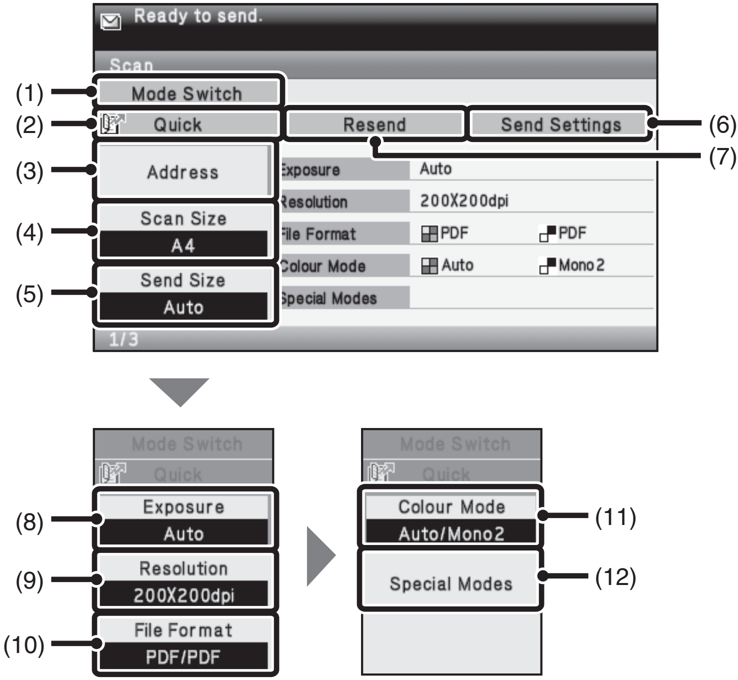


- Modes that can be used will vary depending on your model and the expansion kits that are installed.
- The explanations in this manual are centred on the Scan to E-mail function of scan mode.

☞ Operation Guide "5. SCANNER / INTERNET FAX"

BASE SCREEN OF SCAN MODE

Press the [IMAGE SEND] key in the operation panel to open the base screen of scan mode. If the screen does not appear, select the [Mode Switch] key and then the [Scan] key.
Select various scan settings in the base screen.



(1) [Mode Switch] key
Use these keys to change the mode of the image send function. To switch to scan mode, select the [Scan] key.

(2) [Quick] key
Select this key to specify a destination using a search number*.
* 3-digit number assigned to a destination when it is stored.

(3) [Address] key
Select this key to use a one-touch key or a group key.

(4) [Scan Size] key
Image settings (original size, duplex setup, image orientation) can be selected.

(5) [Send Size] key
Select this to specify the send size of the document.

(6) [Send Settings] key
Select this key to select or enter the subject, file name, sender name, or message text, which have been previously stored in the Web page.

(7) **[Resend] key / [Next Address] key**
The destinations of the most recent eight transmissions by Scan to E-mail, fax and/or Internet fax (including Direct SMTP addresses) are stored. To select one of these destinations, select the desired destination. After a destination is selected, this key changes to the [Next Address] key.

(8) **[Exposure] key**
Select this key to select the exposure for scanning.

(9) **[Resolution] key**
Select this key to select the resolution for scanning.

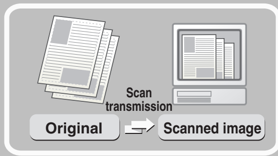
(10) **[File Format] key**
Select this key to change the format (file type) of the scanned image file.

(11) **[Colour Mode] key**
Select this key to select the colour mode for scanning.

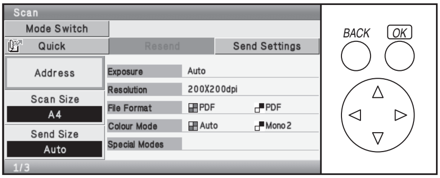
(12) **[Special Modes] key**
Select this key to use a special mode.

SCANNING AN ORIGINAL

The basic operation for scanning is explained below.
This section explains how to send a scanned file by e-mail.







1 Press the [IMAGE SEND] key.

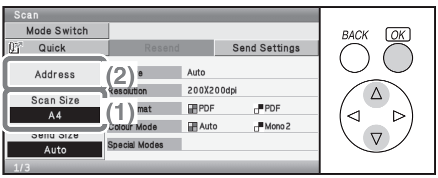
The base screen of scan mode appears. If the screen does not appear, select the [Mode Switch] key and then the [Scan] key.

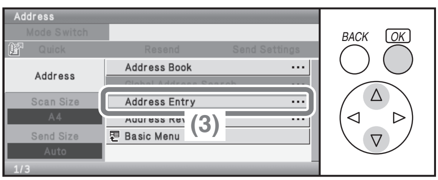
The side to be scanned must be face up!



2 Place the originals.

When using the document glass, place the original with the side to be scanned face down.





3 Select settings.

(1) Make sure that the size of the placed original is displayed.

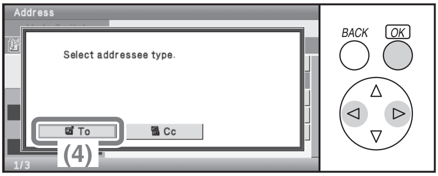
Select with ▽△ and press [OK].
If the wrong size appears, select the key and select the correct size.

(2) Select the [Address] key.

Select with ▽△ and press [OK].

(3) Select the [Address Entry] key.

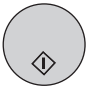
Select with ▽△ and press [OK].



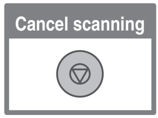
Select settings. (Continued)

(4) Select the [To] key.

Select with ◁ ▷ and press [OK].
A text entry screen will appear.
Enter the e-mail address of the recipient and touch the [OK] key.



4 Press the [COLOUR START] key or [BLACK & WHITE START] key.



CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE

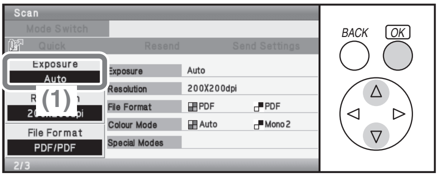
Exposure and original image type settings can be selected as appropriate for the original.
The procedure for darkening the exposure and setting the original image type to "Text/Prtd. Photo" is explained below.

The side to be scanned must be face up!



1 Place the originals.

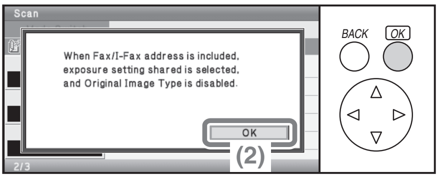
When using the document glass, place the original with the side to be scanned face down.



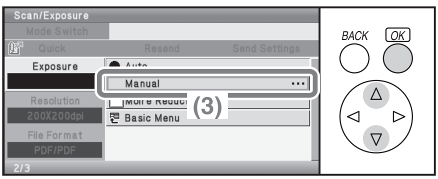
2 Select settings.

(1) Select the [Exposure] key.

Select with ▽△ and press [OK].

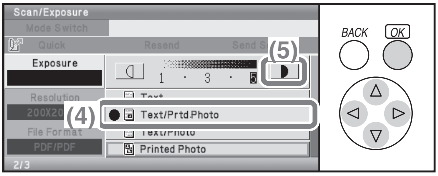


(2) Read the displayed message and select the [OK] key.



(3) Select the [Manual] key.

Select with ▽△ and press [OK].





Select settings. (Continued)

(4) Select the [Text/Prtd. Photo] key.

Select with ▽△◁▷ and press [OK].

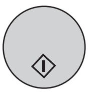
(5) Select the key to darken the transmission result.

Select with ▽△◁▷ and press [OK].
5 levels are available for the exposure. To lighten the print result, select the key and set the desired value.

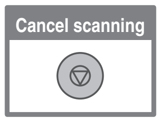
(6) Show the next page with the ▽ key.

(7) Select the [Basic Menu] key.

Select with ▽△ and press [OK].
The base screen of scan mode appears.



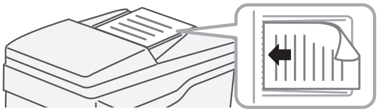
3 Select the destination and then press the [COLOUR START] key or the [BLACK & WHITE START] key.



CHANGING THE RESOLUTION

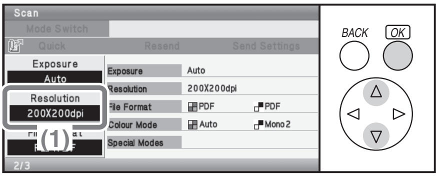
You can select the resolution as appropriate for the original type.
This section explains how to set the resolution to "300X300dpi", which creates a clearer image than the default resolution.

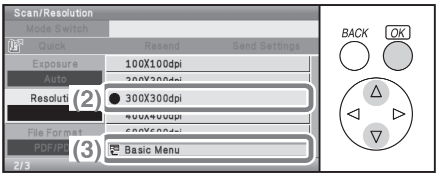
The side to be scanned must be face up!



1 Place the originals.

When using the document glass, place the original with the side to be scanned face down.





2 Select settings.

(1) Select the [Resolution] key.

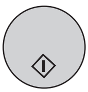
Select with ▽△ and press [OK].

(2) Select the [300X300dpi] key.

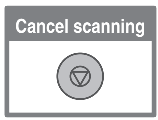
Select with ▽△ and press [OK].

(3) Select the [Basic Menu] key.

Select with ▽△ and press [OK].
The base screen of scan mode appears.



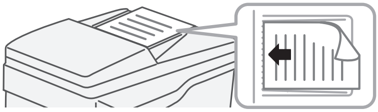
3 Select the destination and then press the [COLOUR START] key or the [BLACK & WHITE START] key.



CHANGING THE FILE FORMAT

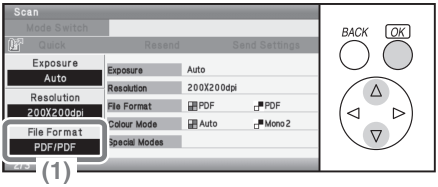
The file format (file type and compression method) for sending a scanned image is specified when the destination is stored in a one-touch key; however, you can change the format at the time of transmission.
The procedure for sending a scanned image in full colour TIFF format is explained below.

The side to be scanned must be face up!



1 Place the originals.

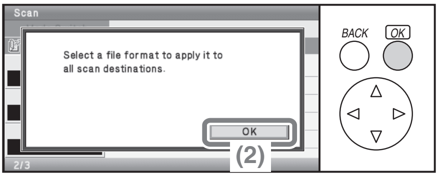
When using the document glass, place the original with the side to be scanned face down.



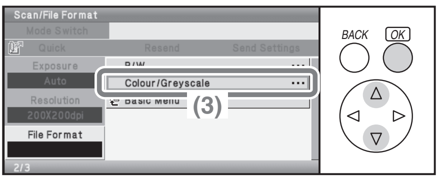
2 Select settings. (File type)

(1) Select the [File Format] key.

Select with ▽△ and press [OK].

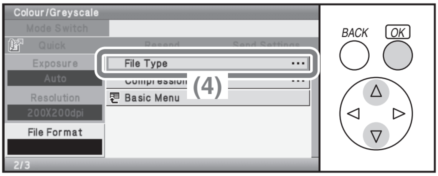


(2) Read the displayed message and select the [OK] key.



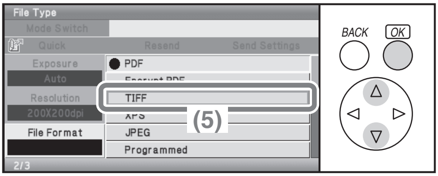
(3) Select the [Colour/Greyscale] key.

Select with ▽△ and press [OK].

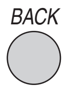


Select settings. (Continued)

(4) Select the [File Type] key.
Select with ▽ △ and press [OK].

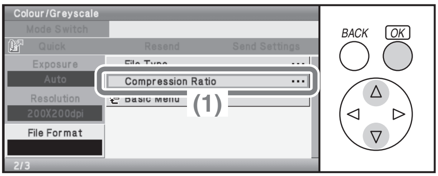


(5) Select the [TIFF] key.
Select with ▽ △ and press [OK].



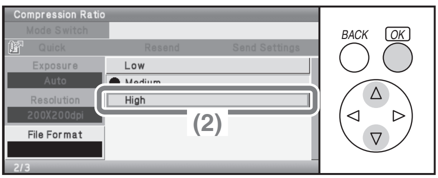
3 Press the [BACK] key.

The base screen of scan mode appears.

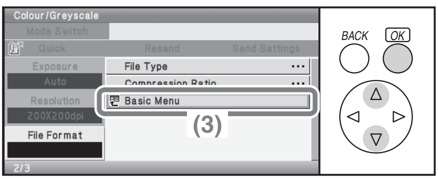


4 Select settings. (Compression ratio)

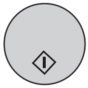
(1) Select the [Compression ratio] key.
Select with ▽ △ and press [OK].



(2) Select the [High] key.
Select with ▽ △ and press [OK].
This sets the compression to high. A higher compression ratio creates a smaller file size.

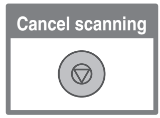


(3) Select the [Basic Menu] key.
Select with ▽ △ and press [OK].
The base screen of scan mode appears.



5 **Select the destination and press the [COLOUR START] key.**

If the file type is set to [Encrypt PDF], you will be prompted to enter a password when you start transmission.

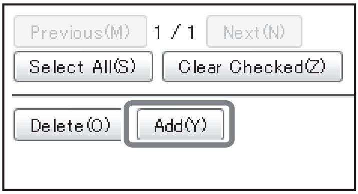


STORING A DESTINATION

The procedure for storing e-mail addresses in one-touch keys for Scan to E-mail is explained below.
Stored e-mail addresses can be retrieved quickly and easily.
If you frequently send images to the same group of destinations, those destinations can be stored as a group.
To store destinations for the other modes of the network scanner function, see "STORING DESTINATION ADDRESSES FOR EACH SCAN MODE IN THE ADDRESS BOOK" in "5. SCANNER / INTERNET FAX" in the Operation Guide.

Storing an individual key

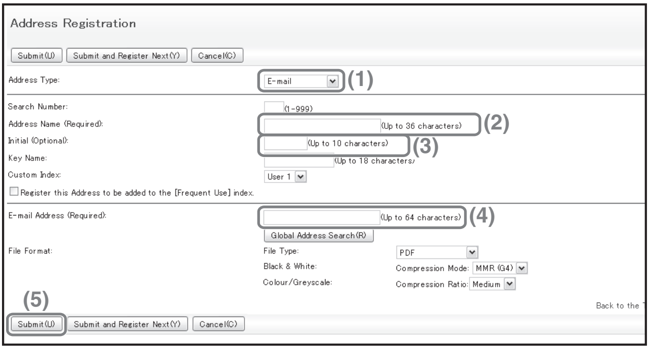
One touch keys can be stored in the Web page.
Select [Address Book] in the Web page menu to open the "Address Book" page.



1 Select [Add] in the "Address Book" page.

The "Address Registration" page will appear.

Address Registration



2 Enter the necessary information.

(1) Select [E-mail] in "Address Type".

(2) Enter the "Address name".

(3) Enter an "Initial".

(4) Enter the "E-mail Address".

(5) Select "Submit".

To store another address, select [Submit and Register Next].

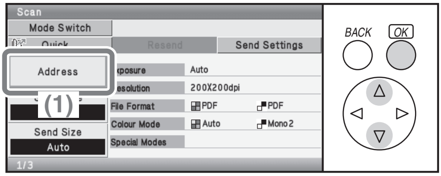
The items in the above step must be entered. For details on items entered, see "5. SCANNER / INTERNET FAX" in the Operation Guide.
When sending the same document or image to multiple destinations, it is convenient to store a destination group. For details on storing groups, see "5. SCANNER / INTERNET FAX" in the Operation Guide.

CONVENIENT TRANSMISSION METHODS

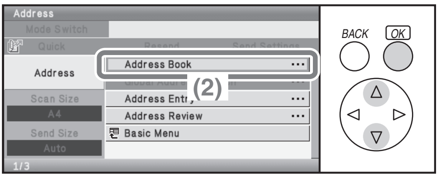
One-touch sending, resending, and other convenient transmission functions that make it easy to send an image are available.

One-touch key

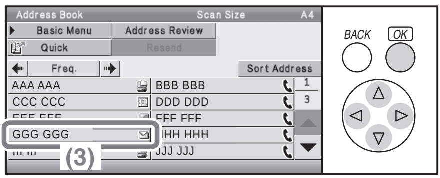
A destination stored in a one-touch key can be retrieved by a simple operation of the key.



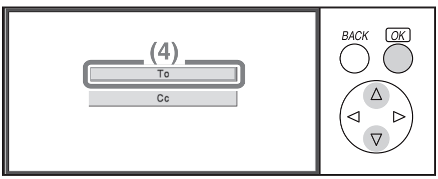
(1) Select the [Address] key.
Select with ▽△ and press [OK].



(2) Select the [Address Book] key.
Select with ▽△ and press [OK].



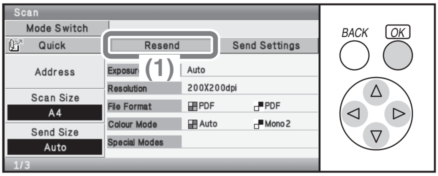
(3) Select the key in which the desired destination is stored.
Select with ▽△◁▷ and press [OK].



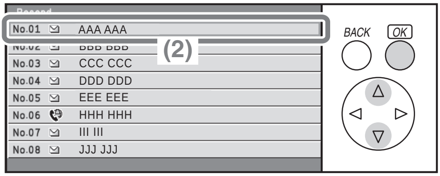
(4) Select the [To] key in the screen that appears.
Select with ▽△ and press [OK].
If an e-mail address is stored in the one-touch key, select [To] or [Cc] to specify the type of recipient after selecting the key.

Resending

The [Resend] key can be selected to send an image to one of the most recent 8 transmission destinations.
Resending is not possible in some cases, such as when an image is sent using a one-touch key for a group.



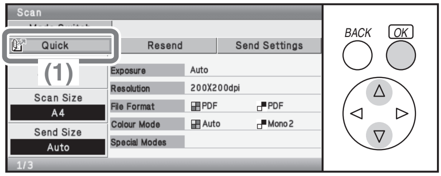
(1) Select the [Resend] key.
Select with ▽△◁▷ and press [OK].



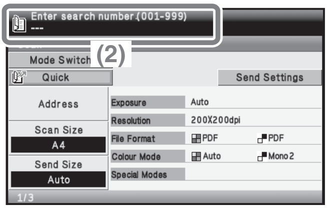
(2) Select the key in which the desired destination is stored.
Select with ▽△ and press [OK].
The destinations that appear also include fax and Internet fax destinations.

Search number sending

When you store an individual key or a group key, a 3-digit search number is assigned to the key.
You can select a destination using the [Quick] key and the 3-digit search number.
To check a search number, print the appropriate list in the sending address list menu in the system settings.



(1) Select the [Quick] key.
Select with ▽△ and press [OK].



(2) Enter the 3-digit search number with the numeric keys.

SENDING THE SAME IMAGE TO MULTIPLE DESTINATIONS (Broadcast Transmission)

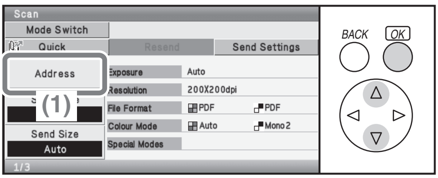
The same image can be sent to multiple scan mode, Internet fax mode, and fax mode destinations in a single operation. If you frequently send images to the same group of destinations, it is recommended that you store those destinations as a group in a one-touch key.
The procedure for selecting multiple destinations stored in one-touch keys and sending an image to those destinations is explained below.

The side to be scanned must be face up!



1 Place the originals.

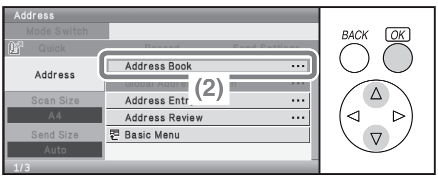
When using the document glass, place the original with the side to be scanned face down.



2 Select settings.

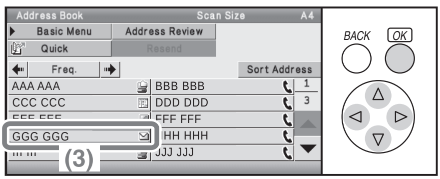
(1) Select the [Address] key.

Select with ▽△ and press [OK].



(2) Select the [Address Book] key.

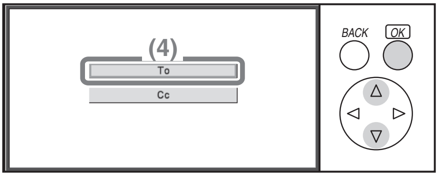
Select with ▽△ and press [OK].



(3) Select the one-touch key in which the desired destination is stored.

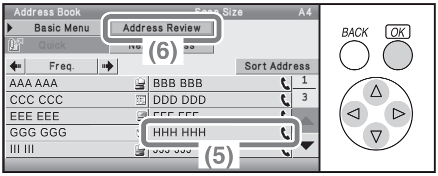
Select with ▽△◁▷ and press [OK].

Select settings. (Continued)



(4) Select the [To] key in the screen that appears.

Select with ▽△ and press [OK].

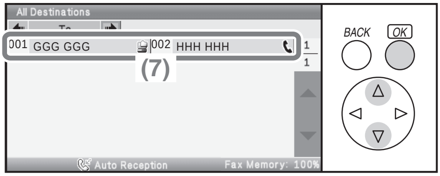


(5) Select the one-touch keys of the additional destinations to which you want to send the image.

Select with ▽△◁▷ and press [OK].

(6) Select the [Address Review] key.

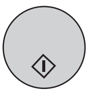
Select with ▽△◁▷ and press [OK].



(7) Check the destinations.

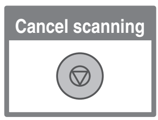
Select with ▽△ and press [OK].

To delete a destination, select the key of the destination that you wish to delete. A message will appear to confirm the deletion. Select the [Yes] key.



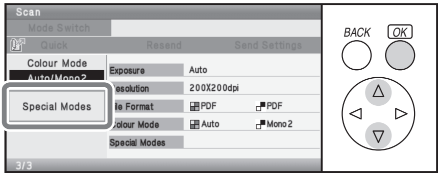
3 Press the [COLOUR START] key or the [BLACK & WHITE START] key.

If fax or Internet fax destinations are included in the broadcast transmission, the [COLOUR START] key cannot be pressed. Press the [BLACK & WHITE START] key.



SPECIAL SCAN MODES

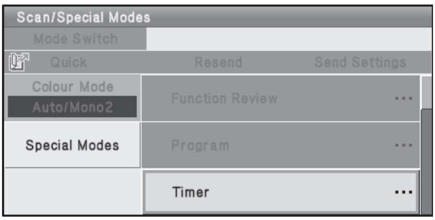
The special modes can be used for a variety of special-purpose scan send jobs. The following pages show the types of scan send jobs that can be performed. (The procedures for using each special mode are not explained.) Each special mode has its own settings and steps, however, the basic procedure is the same for all modes. The basic procedure for selecting a special mode is explained on the next page using "Suppress Background" as an example.
For the procedures for using the special modes, see "SPECIAL MODES" in "5. SCANNER / INTERNET FAX" in the Operation Guide.



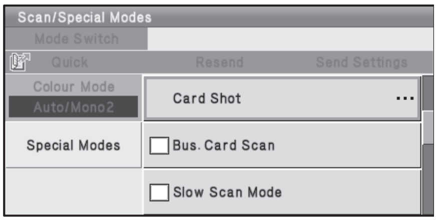
To use a special mode, open the special modes menu and select the key of mode that you wish to use. The menu varies depending on whether scan mode, Internet fax mode, or USB memory mode is selected.
Select the [Special Modes] key in the base screen to open the special modes menu.

Scan mode

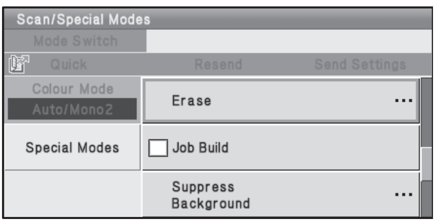
1st screen



2nd screen



3rd screen



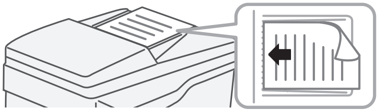
When you select a special mode with a checkbox (☐), the checkbox changes to ☑ and the setting is completed.
When any other special mode key is selected, a screen appears to let you select settings for that mode.
The keys that appear vary by country and region and the peripheral devices that are installed.

[Function Review] key
Select this setting key to check the current special mode settings.

SELECTING A SPECIAL MODE

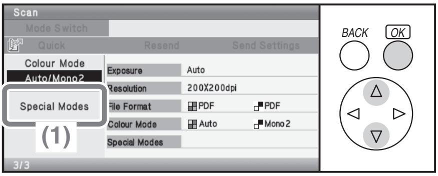
The procedure for selecting a special mode for the scanner function is explained below.
The settings that must be selected vary for each special mode, however, the general procedure is the same. The procedure for selecting "Whitening faint colours in the image (Suppress Background)" is explained here as an example.

The side to be scanned must be face up!



1 Place the originals.

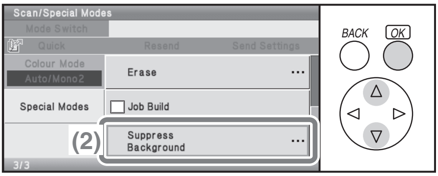
When using the document glass, place the original with the side to be scanned face down.



2 Select settings.

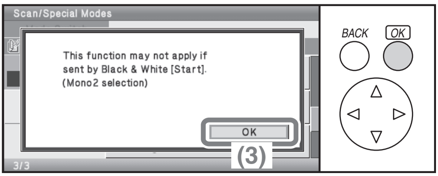
(1) Select the [Special Modes] key.

Select with ▽△ and press [OK].

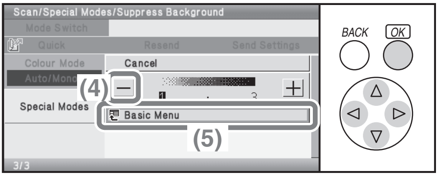


(2) Select the [Suppress Background] key.

Select with ▽△ and press [OK].



(3) Read the displayed message and select the [OK] key.



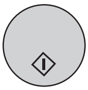
Select settings. (Continued)

(4) Set the darkness of the background that will remain with the [-] [+] keys.

Select with ▽△◁▷ and press [OK].
3 levels are available. Select the [-] key for a lighter background.
Select the [+] key for a darker background.
Here "1" is set for the lightest background.

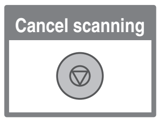
(5) Select the [Basic Menu] key.

Select with ▽△◁▷ and press [OK].
The base screen of scan mode appears.



3 Select the destination and press the [COLOUR START] key.

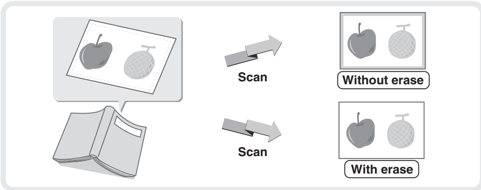
This function cannot be used when the colour mode is set to [Mono2].



CONVENIENT SCANNER FUNCTIONS

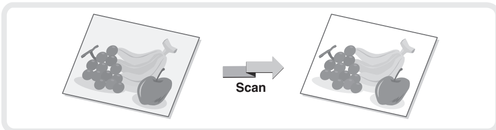
Erasing peripheral shadows on the image (Erase)

Use this function to erase peripheral shadows that occur when scanning books and other thick originals.



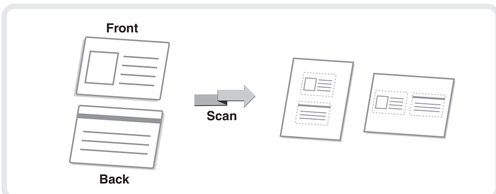
Whitening faint colours in the image (Suppress Background)

Use this function to suppress light background areas in the scanned image. This is convenient for scanning an original that is printed on coloured paper. This function does not operate in black and white mode.



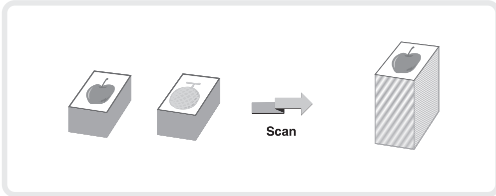
Scanning both sides of a card onto a single page (Card Shot)

Use this function to scan the front and back of a card as a single image.



Scanning many originals at once (Job Build)

A stack of originals higher than the indicator line on the automatic document feeder cannot be fed through the feeder.
The job build function lets you divide the stack of originals into sets, feed each set, and send the sets as a single transmission.



The machine also has these functions

For detailed information on each of these functions, see "SPECIAL MODES" and "INTERNET FAX RECEPTION FUNCTIONS" in "5. SCANNER / INTERNET FAX" in the Operation Guide.

- Sending an image at a specified time (Timer Transmission)
- Storing scan operations (Program)
- Scanning thin originals (Slow Scan Mode)
- Scanning business cards (Business Card Scan)
- Changing the print settings for the transaction report (Transaction Report)
- Forwarding a received Internet fax to a network address (Inbound Routing Settings)

System settings

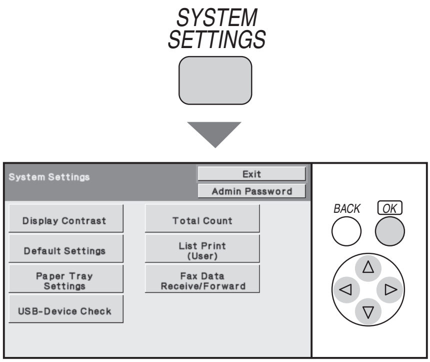
The system settings let you adjust the operation of the machine to suit the needs of your workplace. This section briefly introduces several of the system settings.
For detailed explanations of the system settings, see "6. SYSTEM SETTINGS" in the Operation Guide.

SYSTEM SETTINGS

Various settings related to the machine such as the date and time setting and paper tray settings can be configured in the system settings screen. The procedure for opening the system settings screen and the items in the screen are explained below.
For detailed explanations of the system settings, see "6. SYSTEM SETTINGS" in the Operation Guide.

Displaying the system settings screen

The system settings can be configured on the machine or in the Web page.
To configure the settings on the machine, display the system settings screen as shown below.
To configure the settings in the Web page, see "Opening the Web pages" (page 3) to open the Web page.



Press the [SYSTEM SETTINGS] key.

The system settings screen will appear.
The keys that appear will vary depending on what peripheral devices are installed.

What you can do in the system settings

Settings	Description
Display Contrast (Operation panel only)	The display contrast can be adjusted.
Total Count	This displays the total number of pages printed by job type such as copy jobs and print jobs.
Default Settings	This lets you set the clock and change the software keyboard used for text entry.
List Print (User)	This lets you print lists showing the machine status and settings.

Settings	Description
Paper Tray Settings	This is used to set the type and size of paper used in each tray, and to store new paper types.
Fax Data Receive/Forward	This is used to configure settings for receiving faxes and Internet faxes, and settings for forwarding received faxes and Internet faxes.
Printer Condition Settings (Web page only)	This is used to configure settings for printing without using the printer driver and settings for the printer function.
USB-Device Check	This is used to check the connection status of a USB device.

System settings (administrator)

The system settings (administrator)* are system settings that can only be configured by the administrator of the machine. To configure these settings, the administrator password must be entered.
However, when user authentication is enabled, users who log in with certain user rights may be able to configure these settings without entering the administrator password. Check with your administrator.

* Although the manuals for the machine indicate system settings that require administrator rights as "system settings (administrator)", this is only for convenience in explaining the settings. The word "administrator" does not appear in the display or elsewhere on the machine.

For the items of the system settings (administrator), see "6. SYSTEM SETTINGS" in the Operation Guide.

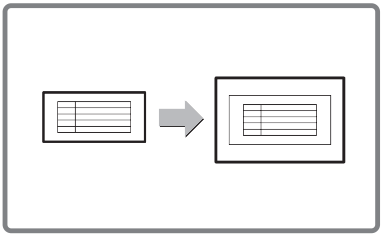
Troubleshooting

This sections contains answers to frequently asked questions and explains how to remove paper misfeeds.

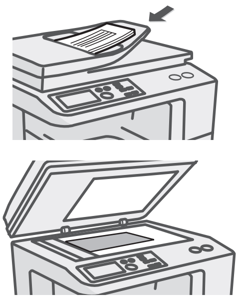
FREQUENTLY ASKED QUESTIONS

Making a copy of a non-standard size original

The procedure for making a copy of a payment slip or other non-standard size original is explained below.
The "Centring" special mode of copy mode can be selected to position the copied image in the centre of the paper.

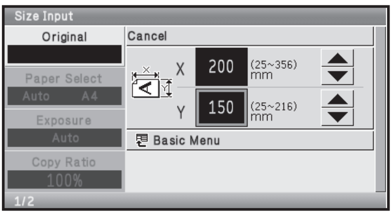


1 Place the originals.



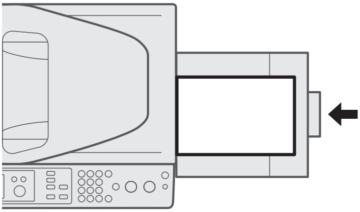
If the X dimension (width) of the document is less than 89 mm (3-1/2") or the Y dimension (height) is less than 100 mm (4"), place the original on the document glass.
When using the automatic document feeder, use "Slow Scan Mode" for a thin original.

2 Enter the original size.



From the base screen of copy mode, select [Original] then [Size Input].

3 Place paper in the bypass tray.

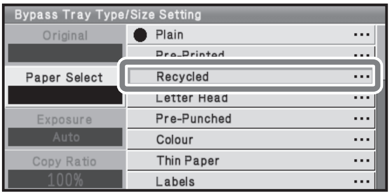


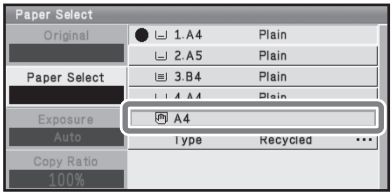
The bypass tray is used here to copy onto paper that is not loaded in any of the paper trays of the machine.

Type : Recycled
Size : A4

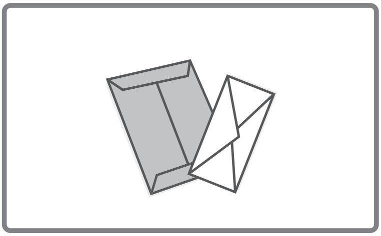
4 Select the bypass tray.

From the base screen of copy mode, select [Paper Select] and then "Bypass tray paper type".



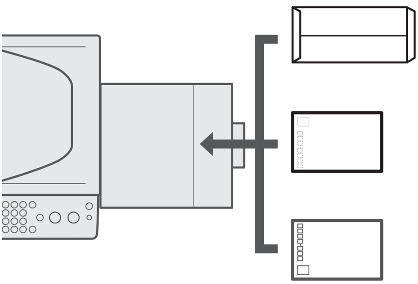


Printing on envelopes



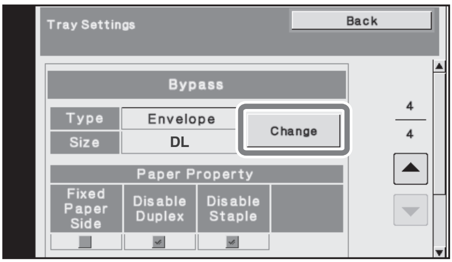
The procedure for printing on an envelope is explained below. Only the name and address side of an envelope can be printed on.
It is recommended that you do a test print to check the print result before using an envelope.

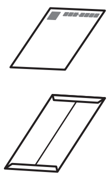
1 Place paper in the bypass tray.



Print on the name and address side

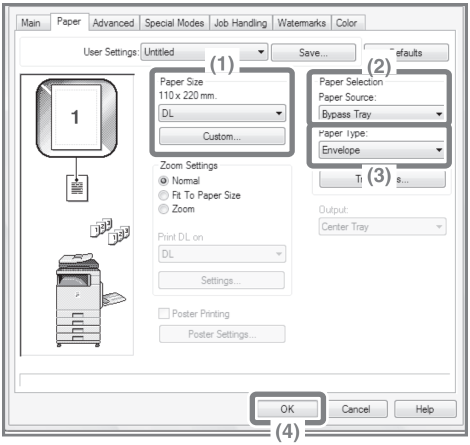
2 Tray Settings.





Type : Envelope
Size : Select the envelope size

3 Select settings in the printer driver.



(1) Select the size of the envelope in "Paper Size".

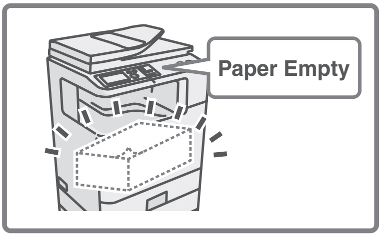
(2) Select "Bypass Tray" from "Paper Source" in "Paper Selection".

(3) Select [Envelope] in "Paper Type".
If needed, select the "Rotate 180 degrees" checkbox (✓) in "Image Orientation" on the [Main] tab.

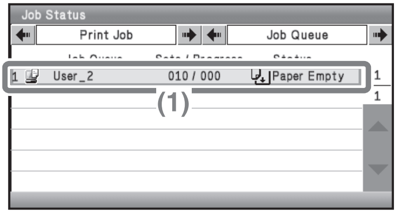
(4) Click the [OK] button.

Changing the paper size used for a print job

When the size of paper specified for a print job is not loaded in any of the machine's paper trays, follow the steps below to change the paper size.

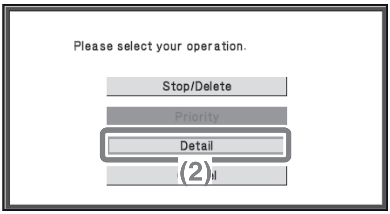


1 Check details on the job.



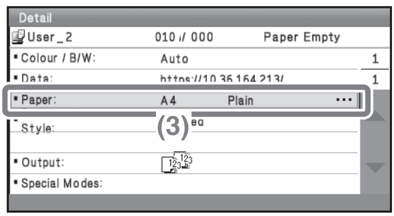
Press the [JOB STATUS] key on the operation panel to display the job status screen.

(1) Select the job whose status is [Paper Empty].



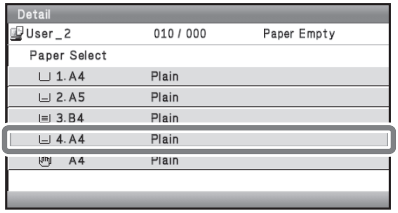
(2) Select the [Detail] key.

To delete the job, you can select the [Stop/Delete] key.



(3) Check the paper size specified for the job in the detail screen, and select the [Paper Select] key.

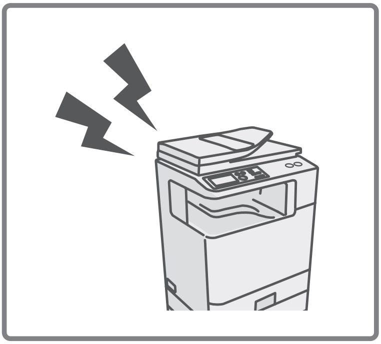
2 Change the paper size used for the job.



Select the paper size on which you wish to print the job from the set paper sizes.
To avoid cutting off part of the image, select a paper size that is larger than the paper size specified for the job.

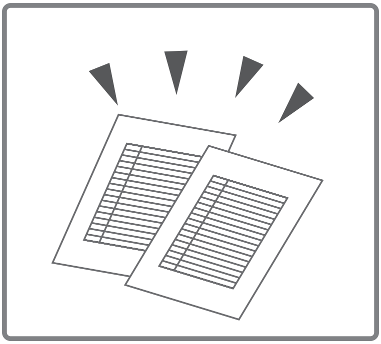
Adjusting the volume of the ringer

If the ringing sound made when the machine receives a fax is too loud or too soft, follow the steps below to adjust the volume.
The fax ringer volume is adjusted in the system settings (administrator).



Press the [SYSTEM SETTINGS] key on the operation panel, select [Image Send Settings] - [Fax Settings] - [Fax Default Settings] - [Speaker Settings] - [Ringer Volume] in that order, and then select the desired volume.

Checking the machine's communication record



To check the machine's record of communication using the image send function, follow the steps below to print the image sending activity report.
The image sending activity report is printed from the system settings (administrator).

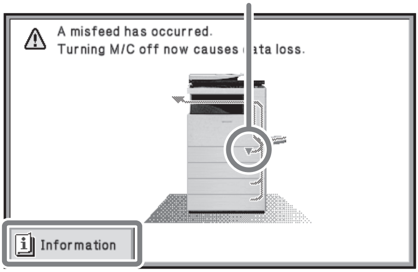
Press the [SYSTEM SETTINGS] key on the operation panel, and then select [List Print (Administrator)] - [Image Sending Activity Report] to print the report.

REMOVING MISFEEDS

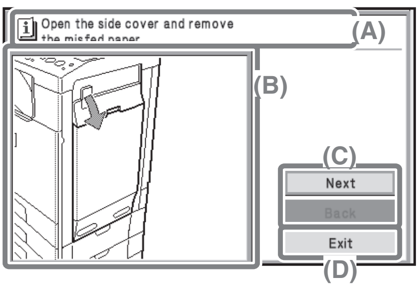
When a paper misfeed occurs, the message "A misfeed has occurred." will appear in the display and printing and scanning will stop. In this event, select the [Information] key in the display. When the key is selected, instructions for removing the misfeed will appear. Follow the instructions. When the misfeed is cleared, the message will automatically clear.

The blinking mark in the image at left indicates the approximate position of the misfeed.

Misfeed location



Select the [Information] key to display the following screen.



(A)Instructions for removing the misfeed appear here.

(B)Animation showing what to do.

(C)Display the previous screen or the next screen.

(D)This closes the information screen.
The information screen cannot be closed until the misfeed is removed.

- While the message appears, printing and scanning cannot be resumed.
- If the message does not clear even after the misfeed has been removed, the causes below are possible. Check once again.
  - The misfeed was not correctly removed.
  - A torn piece of paper remains in the machine.
  - A cover or unit that was opened or moved to remove the misfeed was not returned to its original position.

For detailed procedures for removing misfeeds, see "REMOVING MISFEEDS" in "7. TROUBLESHOOTING" in the Operation Guide.

Please note

- For information on your operating system, please refer to your operating system manual or the online Help function.
- The explanations of screens and procedures in a Windows environment are primarily for Windows Vista®. The screens may vary depending on the version of the operating system or the software application.
- The explanations of screens and procedures in a Macintosh environment are based on Mac OS X v10.4 in the case of Mac OS X. The screens may vary depending on the version of the operating system or the software application.
- Wherever "MX-xxxx" appears in this manual, please substitute your model name for "xxxx".
- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest authorised service representative.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest authorised service representative.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.
- This manual contains references to the fax function. However, please note that the fax function is not available in some countries and regions.

Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

Illustrations and the operation panel shown in this manual

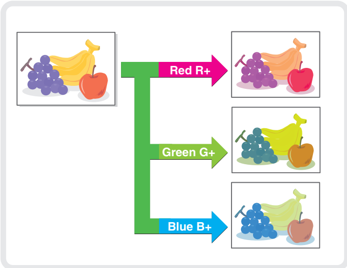
The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment.
The explanations in this manual assume that 500-sheet paper feed units (total of four trays) are installed on the MX-C400.
For some functions and procedures, the explanations assume that devices other than the above are installed.

> The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

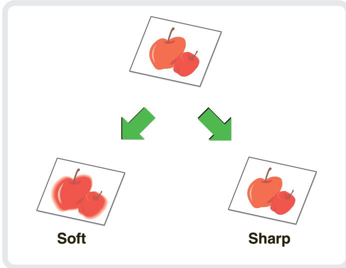
About the colour adjustments menu

Images depicting "Colour Adjustments" in the special modes of copy mode are shown below.

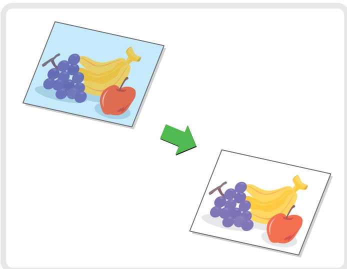
RGB Adjust



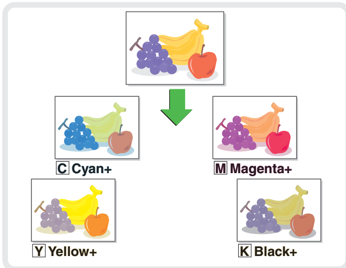
Sharpness



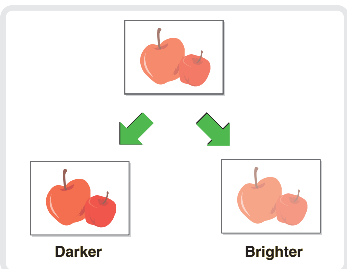
Suppress



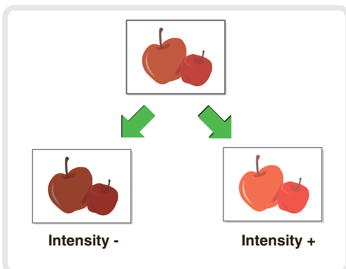
Colour Balance



Brightness



Intensity



For details on "Colour Adjustments", see "[Colour Adjustments] KEY" in "2. COPIER" in the Operation Guide.

MX-C310/MX-C380/MX-C400 Quick Start Guide

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